

CANADAGAP FOOD SAFETY MANUAL FOR FRESH FRUITS AND VEGETABLES[®]

NOTE: Greenhouse product is covered in a separate manual.

Commodities covered within this Manual:

Production, Packing and Storage:

Potatoes

Leafy Vegetable and Cruciferae:

Leafy – Lettuce, Spinach, Edible Flowers, Mixed Greens, Baby Salad Greens, Asian Greens, Arugula, Green Onions, Leeks, Swiss Chard and Kale

Head – Broccoli, Cauliflower, Cabbage, Brussels Sprouts, Radicchio, Kohlrabi and Lettuce (Iceberg, Romaine, etc.)

Leaf of Root Crops - Belgian Endive, Dandelion Greens, Beet Greens, Turnip Greens and Corn Salad

Fresh Leafy Herbs - Parsley, Cilantro, Fresh Dill, etc.

Petioles - Celery, Fennel, Rhubarb

Small Fruit:

Strawberries, Raspberries, Blackberries, Blueberries (High Bush, Wild), Cranberries, Saskatoon Berries, Currants (Red, Black) and Other (Gooseberries, Elderberries, etc.)

Tree and Vine Fruit:

Pome Fruits: Apples, Pears, Quince

Stone Fruits: Peaches, Plums, Apricots, Nectarines, Cherries (Sour and Sweet) and Sea Buckthorn

Vines: Grapes, Kiwi

Combined Vegetables:

Asparagus, Sweet Corn, Legumes (Beans and Peas) and Globe Artichokes

Bulb and Root Vegetables: Garlic, Beets, Carrots, Onions, Radish, Parsnips, Rutabaga, Turnips, Shallots, Jerusalem Artichokes and Other (Horseradish, Sweet Potatoes, etc.)

Fruiting Vegetables: Peppers, Eggplant, Melons, Pumpkin, Squash, Cucumbers, Tomatoes and Okra

Repacking, Wholesaling and Brokerage:

Fresh Fruits and Vegetables



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Acknowledgment

The **CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables** and related materials were developed as part of the original On-Farm Food Safety Program led by the Canadian Horticultural Council, with the funding and support of Agriculture and Agri-Food Canada (AAFC). Effective November 1, 2012, the CanadaGAP program is operated by CanAgPlus, a Canadian not-for-profit corporation. CanAgPlus now owns, publishes and maintains the CanadaGAP manuals and related materials. The Canadian Horticultural Council is no longer involved with any publications or any other aspect of the CanadaGAP program.

Technical support for the development of this document was provided by various federal and provincial governments, regional associations and technical resources. This manual was developed by individuals from across Canada with employment or other relevant experience involving production, packing, repacking and storage of fresh food and vegetables. A list of contributors is available on the CanadaGAP website at www.canadagap.ca.

Every effort has been made to ensure the material presented herein is up-to-date and accurate; however, the organizations and individuals involved in the research, development and publishing processes cannot be held responsible for any error or consequences that could result from use of this information.

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This document is intended to provide general food safety guidelines for the production and handling of horticultural products. It is not intended to serve as, and does not constitute recommendations or legal advice for any of the material contained herein. Because food safety plans and issues are evolving, may vary, and could involve legal implications, the reader should consult legal counsel for advice on particular legal or regulatory matters that may arise.

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- B. Storage Assessment
- C. Employee Personal Hygiene and Food Handling Practices Policy – Production Site
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- E. Pest Control for Buildings
- F. Water (for Fluming and Cleaning) Assessment
- S. Allergen Information - Assessment
- T. Food Defense
- U. Food Fraud Vulnerability Assessment
- V. Production Site Assessment

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I. Introduction

This document is intended to bring into focus the potential sources of biological (B), chemical (C) and physical (P) hazards for horticultural products from the field through to shipping. It contains basic information to support the horticultural industry as it develops, refines and implements measures to enhance the safety of the Canadian food supply.

Many of the Good Agricultural Practices (GAPs) and Good Manufacturing Practices (GMPs) that are described in this Manual are already being carried out. However, in some instances very little documentation of these good practices exists. This Manual will help with the documentation of food safety practices. It is recommended that an electronic backup of the Manual is kept.

The user is responsible for implementation of the food safety program within their operation. This manual provides the toolkit to document compliance with food safety management system requirements. At all times, ownership and responsibility for the company's food safety program belongs to the user, not with the CanadaGAP Program as developer of the Manual.

Senior Management Commitment to Food Safety Management System

Completion and implementation of the Food Safety Manual constitutes a commitment on the part of the person(s) responsible and the company's senior management to the development, management and continuous improvement of their food safety system.

II. Background

Horticultural products are grown, harvested and handled under a wide range of conditions, using a variety of agricultural inputs and technologies (e.g., agricultural chemicals, commercial fertilizers) and on various sizes of farms. Biological, chemical and physical hazards may therefore vary significantly from one operation to another. Each operation will need to consider the GAPs/GMPs that promote the safety of products, taking into account the conditions specific to the site, the type of product produced and the production/handling methods used. Once produce is contaminated, removing or killing pathogens is difficult. Therefore, prevention of microbial contamination at all steps from production to distribution is strongly favoured over treatments to eliminate contamination after it has occurred. The individual shall consider any additional testing that may be critical to confirming product safety within his operation; and based on the risk assessment of biological, chemical and physical hazards, prepare and implement a system to ensure that product/ingredient analyses critical to the confirmation of product safety are undertaken and that such analyses are performed to standards equivalent to ISO 17025.

Procedures associated with the handling and brokerage of horticultural products must be conducted under clean, sanitary conditions that minimize potential human health hazards due to contamination.

The CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables has been developed based on a Generic Food Safety Hazard Analysis and Critical Control Points (HACCP) Model. The HACCP-based Model is the tool used to assess the potential hazards associated with the growing, handling, packing, repacking and storage of products and in determining areas of higher risk. The Generic HACCP Model is available for those who wish to obtain it. The Generic HACCP Model was developed according to the Canadian Food Inspection Agency's Hazard Analysis and Critical Control Point (CFIA HACCP) and Canadian Government Food Safety Recognition Program requirements. For complete details on this program and its requirements, refer to the CFIA website at www.inspection.gc.ca.

For further background information about specific food safety hazards, please visit the Index of References on the CanadaGAP web site at: www.canadagap.ca.

CanadaGAP is committed to reviewing annually the Generic HACCP Models, which provide the technical backdrop to the requirements and procedures in the CanadaGAP Manual. Corresponding review and updates to the Manual and record-keeping templates will take place at the same time. CanadaGAP's commitment is to keep pace with advances in food safety science, and reflect new developments in industry practice, maintain the technical soundness and Canadian Government recognition status of the CanadaGAP Program materials, and ensure the continuing suitability, adequacy and effectiveness of the Generic HACCP Model and CanadaGAP Manual for implementation by users.

The person responsible and senior management of each operation using and implementing this Manual are required to review the Food Safety Program within the company at least annually, to ensure the continuing suitability, adequacy and effectiveness of their food safety system. Section 24 requires an annual review of the CanadaGAP Manual to update procedures; account for new equipment, buildings or processes; take stock of deviations, complaints, corrective actions and any changes in procedures that arose as a result; and evaluate the need for changes to the food safety system, including related policies and objectives.

III. Scope

The CanadaGAP Manuals are intended for the use of horticultural operations in Canada. They cover the production, packing (including field/orchard/vineyard packing and both on and off farm packinghouses), repacking, storage, wholesaling and brokerage of horticultural products.

The **CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables** (for Combined Vegetables; Leafy Vegetable and Cruciferae; Potatoes; Small Fruit and Tree and Vine Fruit) for production, packing and storage covers **field/orchard/vineyard-grown product for fresh market** (including berries grown in non-controlled environments, e.g., tunnels), and production/packing/storage of all commodities (except for apples and grapes) sent for further processing. Beans or peas that are dried or cured (e.g., soybeans, lentils, split peas, etc.) in the field are not included in the scope. If products are sent for further processing a check with buyers for any additional requirements is recommended. It also covers the repacking, wholesaling and brokerage of fresh fruits and vegetables (see exceptions below). CanadaGAP has divided the horticultural sector into the following crop groups: Fruits and Vegetables (Combined Vegetables; Leafy Vegetables and Cruciferae; Potatoes; Small Fruit and Tree and Vine Fruit) and Greenhouse Product. Refer to the appropriate Manual(s) for the crops you produce.

This Manual is intended for the production, packing and/or storage of field/orchard/vineyard-grown:

Combined Vegetables:

Asparagus, Sweet Corn, Beans and Peas and Globe Artichokes

Bulb and Root Vegetables - Garlic, Beets, Carrots, Onions, Radish, Parsnips, Rutabaga, Turnips, Shallots, Jerusalem Artichokes and Other (Horseradish, Sweet Potatoes, etc.)

Fruiting Vegetables - Peppers, Eggplant, Melons, Pumpkins, Squash, Cucumbers, Tomatoes and Okra.

Potatoes

Leafy Vegetable and Cruciferae:

Leafy – Lettuce, Spinach, Edible Flowers, Mixed Greens, Baby Salad Greens, Asian Greens, Arugula, Green Onions, Leeks, Swiss Chard and Kale

Head – Broccoli, Cauliflower, Cabbage, Brussels Sprouts, Radicchio, Kohlrabi and Lettuce (Iceberg, Romaine, etc.)

Leaf of Root Crops - Belgian Endive, Dandelion Greens, Beet Greens, Turnip Greens and Corn Salad

Fresh Leafy Herbs - Parsley, Cilantro, Fresh Dill, etc.

Petioles - Celery, Fennel, Rhubarb

Small Fruit:

Strawberries, Raspberries, Blackberries, Blueberries (High Bush, Wild), Cranberries, Saskatoon Berries, Currants (Red, Black) and Other (Gooseberries, Elderberries, etc.).

Tree and Vine Fruit:

Pome Fruits - Apples, Pears, Quince

Stone Fruits - Peaches, Plums, Apricots, Nectarines, Cherries (Sour and Sweet), and Sea Buckthorn

Vines - Grapes, Kiwi

This manual is intended for the repacking, wholesaling and/or brokerage of fresh fruit and vegetables EXCEPT for:

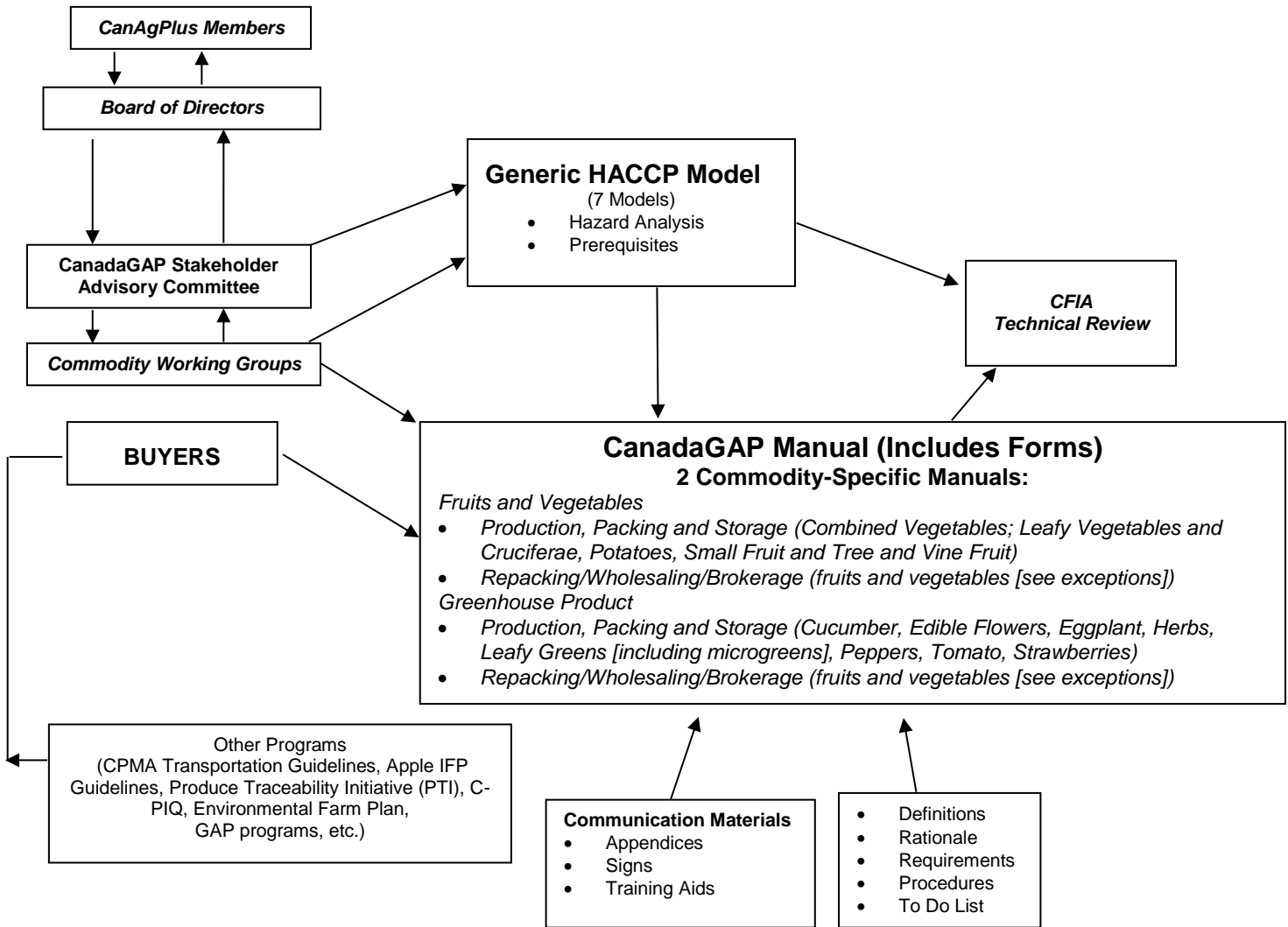
- Fresh sprouts
- Fresh fruits and vegetables in hermetically sealed containers
- Minimally processed fruits and vegetables

IV. Purpose

The CanadaGAP Manual has been created to make the contents of the Generic HACCP Model operational and commodity-specific. The purpose of this CanadaGAP Manual is to be the minimum requisite program for Food Safety (i.e., recognized national standard). Users with an existing program should review the CanadaGAP Manual and should integrate the requirements with their existing program to form an all-encompassing/equivalent food safety system suited to their needs.

The schematic diagram on the following page provides an excellent overview of food safety initiatives within horticulture.

V. Food Safety Roadmap for Horticulture



VI. How Do I Use this Manual?

IMPORTANT NOTE

It is very important that you read carefully the next few pages (Sections VI.i – VI.v) before proceeding to Section 1: Commodity Starter Products of the Manual, and that you refer often to the Glossary as you work through the Manual. This will help you successfully implement your CanadaGAP Food Safety program by ensuring that you have a clear understanding of how to complete the Manual and of the terms and abbreviations used.

VI.i Food Safety Tools

The CanadaGAP Food Safety tools developed by the CanadaGAP Program include the following:

CanadaGAP Food Safety Manual and Communication Materials

The communication materials complement the manual and include items such as signs, training support aids, appendices (which provide tools/information for implementation) and any additional items/information required for CanadaGAP Program implementation. To source these communication materials, visit the CanadaGAP website (www.canadagap.ca).

VI.ii How is this Manual Organized?

The Manual is divided into two parts:

- i) Sections - The Manual content is organized into sections (e.g., Premises, Transportation, Traceability, etc.). Certain sections may not pertain to all products. Sections that are applicable to specific crops have been clearly identified (e.g., For Potatoes, For All Commodities Except for Bulb and Root Vegetables). The sections are further divided into Requirements (food safety requirements specific to horticultural products) and Procedures (how these requirements are to be met).

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

- ii) Record-Keeping Form Templates - These Forms are found at the end of the Manual in the Compendium of Food Safety Forms. Two types of record-keeping form templates exist based on the frequency of completion.
 - a) Forms that need to be completed once, annually, or as changes are made to the operation.
 - b) Forms that need to be completed on an ongoing basis during the season (e.g., daily, weekly, monthly).

<p>IMPORTANT NOTE</p>	<p>Prevailing legislation (e.g., regulations at the federal, provincial, territorial, state, regional, local, municipal, etc. level) must be followed. The person responsible should find out whether regulations exist in the following or other areas:</p> <ul style="list-style-type: none"> ➤ Purchasing, applying and storing commercial fertilizers and soil amendments ➤ Purchasing, receiving, applying and storing pulp sludge ➤ Spreading and storing manure and compost ➤ Purchasing, applying and storing agricultural chemicals ➤ Purchasing tertiary water ➤ Disposing of garbage, recyclables and compostable waste ➤ Disposing of empty agricultural chemical containers ➤ Disposing of production wastewater and waste from toilets and hand washing facilities ➤ Providing personal hygiene facilities ➤ Controlling pests inside buildings ➤ Human rights, privacy and employment standards ➤ Drinking water standards <p>Prevailing legislation (e.g., regulations at the federal, provincial, territorial, state, regional, local, municipal, etc. level) SUPERSEDE the requirements in the manual and must be followed.</p> <p>Example - Some provinces require that one toilet is provided for every 20 employees while the manual requires one toilet for every 35 employees. Therefore, the operation must follow the regulations in their province for one in 20 if it applies to them.</p> <p>However, if the manual requires something that the regulations do not, then the manual must be followed.</p> <p>Example - In Quebec, according to the regulations, potable water parameters allow for 10 Total Coliforms and 0 E. coli. In order to follow the manual requirements, an operation would have to follow the potable water guidelines of 0 Total Coliforms and 0 E. coli.</p>
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VI.iii How to Complete the Manual

The Manual can be completed independently or assistance may be sought to help address food safety requirements and concerns within the operation. The person responsible for the operation is named within this manual but it is important to note that all employees involved in a food operation have responsibility for the safe production of food. Food safety involves more than a single designated person responsible. The procedures in this manual may be carried out by a number of different individuals. Some operations may have a full- or part-time Food Safety or HACCP coordinator and/or a Food Safety team involving some or all employees. Regardless of the structure, the program will succeed only if everyone involved is aware of his or her role in achieving food safety.

Completion and implementation of the CanadaGAP Manual constitutes a commitment on the part of the person(s) responsible and the company's senior management to the development, management and continuous improvement of their food safety system. Senior management must determine and provide, in a timely manner, all the qualified resources (including suitably qualified personnel) needed to implement and improve the processes of the food safety program and to address customer satisfaction.

Important Note: It is the responsibility of the operation to complete ALL of the requirements within the CanadaGAP manual regardless of what may occur with the product (e.g., be final rinsed, labelled, etc.) after it leaves the operation's premises. Since activities further along the chain are out of the CanadaGAP-certified operation's control, the operation cannot assume that anything more will occur with the product before it is consumed, and must fulfill the requirements as stated.

The following steps must be carried out in order to complete the CanadaGAP Food Safety Program:

1. Read and complete each section of the Manual.

When first implementing the CanadaGAP Manual, complete it section by section. Do not continue to the next section until you have completed each of the previous sections or identified outstanding items that need to be completed (use the To Do List – Outstanding Items to Complete in Manual). The Manual is not complete until all items have been checked off your To Do List. The following box appears at the end of each section. The confirmation/update log is NOT to be signed and dated (by the Food Safety Program Contact or designate) until all items have been completed in the section AND on the To Do List.

Confirmation/Update Log:

Date	Jan 10, 2018					
Initials	JD					

Make copies of Sections as needed, e.g., you may want to keep a clean copy and a working copy of each page.

IMPORTANT NOTE !	<i>Procedures for hazards that require both monitoring and record-keeping, as determined by the Generic HACCP Model, are marked with an exclamation mark throughout this Manual. These procedures link to the table of deviations and corrective actions in Section 23.</i>
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The following schematic diagram provides an example of how to complete the Manual.

How to Complete the Manual

Legend: The Reference box in the top right-hand corner of each section details which Form(s) are applicable to the section.

Rationale:
Provides background information appropriate to each section.

3. Commercial Fertilizers, Pulp Sludge and Soil Amendments

Forms Required

H2

RATIONALE:

Commercial fertilizers, pulp sludge and soil amendments can potentially contaminate product with toxic matter if the incorrect types are spread (e.g., materials containing mercury, arsenic, lead, etc.).

- ☒ Commercial fertilizers are used on the premises
- ☐ Pulp sludge is used on the premises
- ☒ Soil amendments are used on the premises

If **ANY** of the above circles has been checked off, proceed below.

If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".

Requirement:
Outlines the actions and activities that must be followed in the operation.

3.1 Purchasing and Receiving

REQUIREMENT

Commercial fertilizers, pulp sludge and soil amendments must be purchased/selected and received properly to minimize chemical contamination.

PROCEDURES:

- The person responsible purchases or selects:
 - ☒ Commercial fertilizers that meet applicable regulations
 - ☒ Pulp sludge that meets applicable regulations (e.g., provincial)
 - ☒ Soil amendments that meet applicable regulations (e.g., provincial)
- ☒ The person responsible receives only the commercial fertilizers and soil amendments that were purchased or selected
- ☒ The person responsible receives only pulp sludge that was purchased or selected according to applicable regulations (e.g., provincial)

Procedures:
Describes how the person responsible is to fulfill the requirements in each section.

3.2 Application

REQUIREMENT

Commercial fertilizers, pulp sludge and soil amendments must be applied properly to minimize contamination.

PROCEDURES:

- ☒ The person responsible ensures that commercial fertilizers, pulp sludge and soil amendments are applied according to expert recommendations
- ☒ Applicator records all application details on Form (H2) Agronomic Inputs (Other) OR _____
See Crop Management Form in files

Certain sections allow for you to provide details on methods or procedures used in your operation. Please provide as much detail as possible.

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2018

There are **circles** (○) at the beginning of each section to check (✓) if the section pertains to your operation.

If the section does not pertain to your operation, leave the circle blank and follow the instructions to proceed to the next relevant section. The entire section can be left blank, including all check boxes (□) within the section.

Solid circles (●) are used to introduce general procedures that may have several components. You do NOT need to check off solid circles (●). Each **component step** is listed below the general statement and is introduced with a box (□) to check off (✓).

Every **check box** (□) in the Manual must be completed, unless the entire section does not apply to your operation. Check (✓) all boxes (□) unless there is an option indicating otherwise. When you check a box this indicates that you have understood and properly completed the requirement(s). If additional pages are required, make copies of the applicable sections, complete and add to the relevant section (e.g., if you have more than one water source, multiple storages).

If you do not check a box, you are not following the required GAP/GMP. You must make the necessary changes, additions, etc. to your operation. Once this has been completed, you can check off the box.

Arrow bullets (➤) are suggestions only and do not need to be checked.

3. Commercial Fertilizers, Pulp Sludge and Soil Amendments

Forms Required H2

RATIONALE:

Commercial fertilizers, pulp sludge and soil amendments can potentially contaminate product with toxic matter if the incorrect types are spread (e.g., materials containing mercury, arsenic, lead, etc.).

- ✓ Commercial fertilizers are used on the premises
- Pulp sludge is used on the premises
- ✓ Soil amendments are used on the premises

If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".

3.1 Purchasing and Receiving

REQUIREMENT

Commercial fertilizers, pulp sludge and soil amendments must be purchased/selected and received properly to minimize chemical contamination.

PROCEDURES:

- The person responsible purchases or selects:
 - ✓ Commercial fertilizers that meet applicable regulations
 - N/A Pulp sludge that meets applicable regulations (e.g., provincial)
 - ✓ Soil amendments that meet applicable regulations (e.g., provincial)
- ✓ The person responsible receives only the commercial fertilizers and soil amendments that were purchased or selected
- N/A The person responsible receives only pulp sludge that was purchased or selected according to applicable regulations (e.g., provincial)

3.2 Application

REQUIREMENT

Commercial fertilizers, pulp sludge and soil amendments must be applied properly to minimize contamination.

PROCEDURES:

- ✓ The person responsible ensures that commercial fertilizers, pulp sludge and soil amendments are applied according to expert recommendations
- ✓ All records all application details on Form (H2) Agronomic Inputs (Other) OR _____
Crop Management Form in files

VERS

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CanadaGAP Food Safety Manual
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You may put an N/A through the box:
a) If the procedure does not apply to your operation,
b) If you do not follow the procedure for any other reason, and document why you are not following the required GAP/GMP.

If deviations from a procedure occur (e.g., non-compliance, incompleteness), refer to Section 23: Deviations and Crisis Management for the appropriate corrective action.

IMPORTANT NOTE

The CanadaGAP program consists of a food safety “standard” – that is, **requirements** that must be met to ensure product is produced, packed, repacked, stored, wholesaled and/or brokered safely. The main documents for users are the CanadaGAP manuals, which identify the general requirements of the standard, and detail the procedures that will fulfill those requirements.

The manuals provide a toolkit and a “shortcut” to users, to help them *document the practices* that will meet the CanadaGAP standard within their operation. This level of specificity was desired to better assist users with implementing the program requirements, and to improve consistency in user and auditor interpretation of the standard.

Each section of the CanadaGAP manuals contains these two parts: *Requirements* (WHAT general actions and activities are needed to achieve food safety) and *Procedures* (HOW in specific terms these requirements are to be met). If the operation does not fulfill the requirements and follow the procedures, then they have not yet successfully implemented the CanadaGAP program.

The requirements along with their procedures were determined based on food safety risks that may be present in an operation. If the hazards are not controlled, there is potential for contamination of the product. To mitigate the risks the procedures need to be followed. **However, deviations from these procedures are possible and may be acceptable in completing the requirement. There may be a variety of ways to meet the requirements and still mitigate risk. An operation may choose to implement different procedures than those contained in the manual and these may be acceptable to satisfy program requirements.** A risk assessment would need to be completed (see *Appendix U: Introduction on How to Assess Risk - with examples*). Procedures would need to be carefully developed to ensure the hazards are controlled, and thoroughly documented to ensure the procedures are followed consistently. If this approach is taken the effectiveness of those procedures will have to be assessed during an audit. It will be up to the **certification body** to determine if procedures different from those provided in the manuals are acceptable or not.

2. Complete each applicable record found in the Compendium of Food Safety Forms (or your own equivalent records).

When you are asked to complete a Form, remove the template from the Compendium of Food Safety Forms and follow the instructions. Do not continue to the next section until you have completed each of the required Forms. The Forms are proof of activities performed. Make additional copies of these Forms as necessary and complete Page ___ of ___ where applicable to indicate that more than one page is used.

Annual Forms: For those Forms that are to be completed on an **annual** basis, the person responsible (or Food Safety Program Contact or designate) must review the form to ensure that it is accurate and filled out correctly, then sign and date the log at the bottom of the Form.

EXAMPLE:

The following box appears at the bottom of Forms completed annually. Each year the person responsible (or Food Safety Program Contact or designate) must review the annual Forms, update them as needed, sign and date the log:

Confirmation/Update Log:

Date	Jan 10, 2018					
Initials	JD					

Ongoing Forms: For those Forms that are completed on an **ongoing** basis (e.g., daily, weekly, monthly), once the Form has been completed or is full, the person responsible (or Food Safety Program Contact or designate) must confirm that the Form was completed accurately and that all requirements were met by signing and dating the bottom of the Form.

EXAMPLE:

The following appears at the bottom of Forms that are completed on an ongoing basis.

Confirmation Signature: John Doe **Date:** January 10, 2018

IMPORTANT NOTE	<p>If you have existing forms, separate records or other methods of documentation, you may use these instead (e.g., custom applicator documents, invoices, receipts); ensure they contain all of the same information as the template forms in this Manual.</p> <p>A space has been left at the end of each line requiring the completion of a Form (i.e., complete Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____). The space is for you to document what the other method/form may be and where the documentation can be found. This is important if anyone would like to see your program (e.g., auditors). You may also modify the Forms in any way you like so they meet the needs of your operation, as long as they contain all of the relevant information (e.g., if a Form states it is for EACH field you may use it for ALL fields). <i>Refer to Appendix P: Customizing Record Keeping Forms</i></p>
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3. Perform an annual review.

The person responsible must review and update each section of the Manual annually. The person responsible (or Food Safety Program Contact or designate) signs off and dates the Confirmation/Update log found at the end of each Section as it is reviewed.

EXAMPLE:

Confirmation/Update Log:

Date	Jan 10, 2018					
Initials	JD					

VI.iv Document Retention

For participants on a yearly audit cycle: All Sections (1-24), Forms, receipts, letters of assurance and certificates must be kept for a minimum of two years for audit, recall or other purposes.

For participants on a four-year audit cycle: All Sections (1-24), Forms, receipts, letters of assurance and certificates must be kept for a minimum of four years for audit, recall or other purposes.

At least three months of records prior to the date of the initial audit are required for those seeking CanadaGAP Program Certification.

In the case of an adverse event (e.g., recall), records should be available upon request by the regulatory authority within 24 hours.

VI.v Food Safety Manual Document Control

Changes to the Manual will occur as a result of new science, emerging pathogens, new hazards, legislative requirements and changes in practices in an operation. Therefore, document control is necessary to ensure that all documentation is properly updated and maintained, ensuring each and every page is current.

The CanadaGAP document control box is located in the footer of each page. As CanadaGAP updates the Manual content, the document control box will also be updated. The **indexes** will also be updated.

EXAMPLE:

VERSION 7.1

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*CanadaGAP Food Safety Manual for
Fresh Fruits and Vegetables
2018*

Updates will be posted on the CanadaGAP web site at www.canadagap.ca.

VERSION 7.1

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*CanadaGAP Food Safety Manual for
Fresh Fruits and Vegetables
2018*

Glossary

Absorbent pads: Liners to absorb moisture in the bottom of market ready packaging materials.

Accredited laboratory: One whose accreditation has been obtained from an accrediting body that is a signatory to the International Laboratory Accreditation Cooperation (ILAC) MRA (mutual recognition agreement), using the internationally recognized criteria and procedures outlined in ISO/IEC 17025: (General requirements for Competence of Calibration and Testing Laboratories). There are two accreditation bodies in Canada which are the Standards Council of Canada and the Canadian Association of Laboratory Accreditation.

Active ingredient: That ingredient of an agricultural chemical that actually controls the targeted pest.

Adjacent: Refers to areas across from or beside the production site.

Agricultural activities: Livestock and crop production, processing activities, etc.

Agricultural chemicals: A subset of pest control products used to control crop pests such as insects, diseases, weeds (e.g., pesticides such as herbicides, fungicides and insecticides). These can be used on seed and during the production, storage and packing of product.

Agricultural water: See “Water”.

Agronomic inputs: Include agricultural chemicals, biological controls, pollinators, commercial fertilizers, compost, compost tea, cover crops/green manure, manure (livestock waste), mulch and row covers, other by-products, soil amendments and pulp sludge.

Allergen: A protein or modified protein with the potential to cause an allergic reaction in people. Canada has identified a list of priority allergens that are responsible for the majority of allergic reactions to food in this country. These allergens are peanuts, tree nuts, sesame, soybeans, seafood (such as fish, crustaceans and shellfish), wheat and other cereals containing gluten, eggs, milk, mustard, and sulphites. For more information on food allergens in Canada go to <http://www.inspection.gc.ca/food/labelling/core-requirements/ingredients/allergen-labelling/eng/1332352596437/1332352683099>. For program users in other countries, consult the information published by your prevailing authority.

Animal and bird activity: Includes activity from both wild and domestic animals and birds.

Bait: Anything intended to attract, tempt or kill pests. It may NOT be used in the interior of buildings unless inside a trap.

Biannually: Twice a year.

Biological controls: The use of beneficial species, such as predatory and parasitic insects, nematodes or disease organisms to suppress populations of pests.

Biosolids: The material, predominantly organic in nature, resulting from treatment of industrial sewage, municipal sewage and septic system waste.

Block: Unit within a production site.

Brokerage: Activity where the operation is ONLY involved in arranging the transaction of product between a supplier and a buyer. The brokerage operation does NOT physically handle the product in any way. The person responsible for brokerage is the “broker”.

Building: Any structure where product or market ready packaging materials are handled and/or stored, and any structure where agricultural chemicals, commercial fertilizers, etc. are stored (e.g., packinghouse, storage areas, hydro-cooling/washing/grading areas, etc.).

Building equipment: Used in the packinghouse hydro-cooling/washing/grading areas etc. or storages (e.g., scales, baggers, hoppers, bin pilers, bin dumpers, tables, pallets, forklifts, curtain doors, knives, wiping cloths; packing, washing, treating, drying, grading, sorting and handling equipment).

Bulk: Harvested product that is not contained in packaging materials (e.g., in the cargo area of a truck, on the storage floor) (e.g., for potatoes, carrots, pumpkins, squash, cucumbers, melons, cabbage, broccoli, etc.).

Bulk transport: Putting harvested product directly into the cargo area of a vehicle without being contained in packaging materials (e.g., pumpkins, squash, cucumbers, melons, etc.).

Calibration: Determination of the accuracy of an instrument, usually by measurement of its variation from a standard, to ascertain necessary correction factors.

Cargo area: The part of the vehicle that is intended to transport product (e.g., wagon, trailer, box).

CCP: Critical Control Point; a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Certification (codex): Is the procedure by which official certification bodies and officially recognized bodies provide written or equivalent assurance that foods or food control systems conform to requirements. Certification of food may be, as appropriate, based on a range of inspection activities, which may include continuous on-line inspection, auditing of quality assurance systems, and examination of finished products.

CFIA: Canadian Food Inspection Agency.

Chemical application (during packing) Water: See “Water”

Chemigation: The application of agricultural chemicals through the irrigation system (using agricultural water).

Chlorine: A chemical element that is widely used for disinfection, water purification and cleaning.

Total chlorine: is the total amount of chlorine that has been used e.g., 1 cup/250 mL, 2 tsp/10 mL Measuring total chlorine is most useful when determining and checking how much chlorine to start with. 50-150 ppm is recommended for fresh fruit and vegetable applications. (See *Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example.*)

Free chlorine: is the amount of chlorine (from the total chlorine) that remains active when used. Measuring free chlorine is a much more accurate way of monitoring the effectiveness of a chlorination system over time. 2-7 ppm is recommended. (See *Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example.*)

Cistern: A container for collecting or holding water (e.g., well water in a tank, delivered commercial water, a tank for catching rainwater).

Cleaning materials: Products used to clean, sanitize or disinfect (e.g., cleaning agents, water treatment chemicals, sanitizers, brushes, scrubbers).

Cleaning water: See “Water”.

CPMA: Canadian Produce Marketing Association.

Commercial fertilizers: Substances containing one or more recognized plant nutrients that are designated for use in promoting plant growth. Includes calcium.

Commodity Starter Products: Beginning materials used to produce a product such as seeds, seedlings, plants, cuttings, canes, seed potatoes, nursery stock, etc.

Compost: Solid mature product resulting from a managed process of bio-oxidation of a solid heterogeneous organic substrate including a thermophilic phase. (**Note:** follow provincial/territorial guidelines for procedures to compost plant debris, deadstock, animal excrement, etc.) For further information, see *Appendix C: Composting Livestock Manure – An Example and Compost Tea Information* for an example of a general procedure to compost animal excrement.

Compost tea: A liquid solution made by steeping compost (produced properly by a managed process that includes a thermophilic phase) in water. It is used as a fertilizer. For further information see *Appendix C: Composting Livestock Manure – An Example and Compost Tea Information*.

Compostable waste: Organic matter that will decay over time, is NOT compost and requires disposal.

Contamination: Infection or pollution with biological, chemical or physical substances.

Controlled-access area: An area within a building that only authorized persons are allowed to enter (e.g., packing/repacking area, storage area for market ready packaging materials or product).

Cooling water: See “Water”.

Corrective action: An organized activity to fix a problem.

Crisis management: The act or practice of dealing with a crisis when it develops.

Curtain doors: Plastic strips that cover an entrance/opening.

DAA: Delay after application; the time between the post-harvest application of the agricultural chemical and storage/packing/shipping, as defined on the pest control product label (e.g., product label reads; “2 days before shipping”, “2 days after storage” etc.)

Deviation: An alteration from the standard.

Drenching: Dipping or spraying (e.g., high volume, shower, etc.) product into or with water that contains agricultural chemicals to prolong shelf life.

Drip irrigation: A low-pressure method of directing agricultural water to the root zone of the plant, with or without commercial fertilizers and/or agricultural chemicals.

Earliest Allowable Harvest Date (EAHD): The date on or after which product can be harvested. This date takes into consideration the agricultural chemical application date, and PHI (e.g., if an agricultural chemical has a PHI of 21 days and it was applied on June 1st, then the EAHD would be June 22nd) and the 120 days between manure application and harvest (e.g., if manure is spread on April 1st the product cannot be harvested until August 1st).

E. coli: A bacterium (*Escherichia coli*) normally found in the animal and human gastrointestinal tract and existing as numerous strains, some of which are responsible for diarrheal diseases.

Employee: A person who works in return for financial or other compensation and/or who works in direct contact with the product or may have an impact on food safety through cross contamination.

Fertigation: The application of commercial fertilizers through the irrigation system (using agricultural water).

Fertilizers Act: A Canadian federal Act that regulates some commercial fertilizers imported into or sold in Canada.

Final rinse water: See “Water”.

First Aid Kits: Must include bandages to cover wounds.

Fluming water: See “Water”.

Food contact surface: Surface where unpackaged and packaged product may touch (e.g., conveyor belt, grading table, equipment, knife, harvest cup, cutting surface, cargo area of a vehicle).

Food Fraud: A collective term encompassing the deliberate and intentional substitution, addition, tampering or misrepresentation of food, food ingredients or food packaging, labelling, product information or false or misleading statements made about a product for economic gain that could impact consumer health.

Formal training: Consists of a course offered by a recognized educational institution, government body or industry association/group for which a record of attendance is issued. Information about the training content is readily available from the course provider (e.g., course outline, online training materials, etc.).

Free Chlorine: See “chlorine”.

Generic: Applies nationally to all operations involved in the production, packing, repacking, storage, and/or wholesaling of a commodity.

Generic HACCP Model: Applies nationally to all operations involved in the production, packing, repacking, storage, and/or wholesaling of a commodity, and involves conducting a hazard analysis for all steps that results in the GAP's/GMP's reflected in the CanadaGAP Manual.

Glue boards: Larger versions of sticky traps. They are made of cardboard or plastic, coated with extremely strong, sticky glue. They are used for monitoring and control of rats and mice.

Good Agricultural Practices/Good Production Practices/Good Manufacturing Practices (GAP's/GPP's/GMP's): General steps, measures or procedures that control the operational conditions within an operation allowing for the environmental conditions that are favourable to the production of safe food.

Grading: Categorizing or separating product by size, colour or quality (i.e., into pre-determined grades).

Ground water: See “Water”.

Grower Requested Own Use Program: A program managed by the Canadian Pest Management Regulatory Agency that allows operations to import the US version of Canadian-registered pest control products for their own use should they be available in that market at a lower price. More information can be found at: www.hc-sc.gc.ca.

Growing: The development and maturation process of product that occurs in the production site and ends at harvest.

Growing medium: Material in which seeds and plants can grow (e.g., soil, peat, water, rockwool etc.).

HACCP: Hazard Analysis Critical Control Points; a system that is science-based and systematic and identifies specific hazards and measures for their control to ensure the safety of food. HACCP is a tool to assess hazards and establish control systems that focus on prevention rather than relying on end product testing.

HACCP-based program: A food safety program based on HACCP principles in which the hazard analysis conducted is **generic** (i.e., covers all of the operations in a given commodity sector) and results in a list of commonly accepted hazards and related controls, which are then translated into a series of good agricultural practices to which primary operations adhere.

HACCP program: An operation-specific (e.g., ABC Farms' HACCP Plan) hazard analysis applying HACCP principles and resulting in a site-specific HACCP plan. The hazard analysis conducted results in the identification of operation specific hazards and related controls, which are then translated into a series of good production practices to which the operation adheres.

Hand sanitizer: Waterless, antibacterial liquid or gel used to disinfect hands.

Hand washing facilities: May include hand sanitizers, water, soap, paper towel and hand wipes.

Hand wipes: Pre-moistened (by the manufacturer) disposable towels used to remove organic matter from hands (e.g., dirt, mud, product juice, suntan lotion, cream, food, saliva, etc.).

Harvested product: Produce that has **not** been put into **market ready** packaging materials.

Harvested product packaging materials: Containers used or reused in the production site to hold product or in the packinghouse/storage as a secondary container to sort/hold product before it is transferred into **market ready packaging materials**. Include bins, crates, totes, lugs, baskets, bags, etc.

Harvesting: The physical act of moving the product from the production site (e.g., pulling or digging product from the ground, picking it, separating it from the plant), which can be done either manually or mechanically.

Hazard: A biological, chemical or physical agent in, or condition of food having the potential to cause an adverse health effect.

Hazard analysis: A comprehensive analysis of all the steps in a production system in accordance with HACCP principles in order to determine hazards, develop a HACCP model and elaborate controls for each hazard.

Heat curing: Process where heat is added to dry the stem and toughen the skin of winter squash.

Hermetically sealed container: Means a container designed and intended to be secure against the entry of microorganisms, including spores.

Holding: Keeping product in a non-temperature controlled (ambient) environment for a few minutes to a few days.

Hydro-cooling: Using ice and/or water to remove the field heat from a product or using water during the cleaning process to remove organic material from the product.

Hydro-cooling water: See "Water"

Ice: Frozen water used to remove field heat from product or to pack product.

Ice slurry/slush: See “Water – Cooling Water”.

IFP: Integrated Fruit Production; a systems approach to fruit production that promotes sustainable agriculture practices to produce optimal yields of high-quality fruit while protecting the environment.

Impermeable: Not permitting passage (as of a fluid) through its substance

Incoming: Refers to receiving product onto the premises. **Except in the case of “brokerage” where the product is NOT physically on the premises.**

Input: Anything needed to produce a crop.

Inspect: To examine carefully and critically.

IPM: Integrated Pest Management; a decision-making process that uses all necessary techniques to suppress pests effectively, economically and in an environmentally sound manner.

Labelling: The physical act of putting information on or with product (e.g., attaching pallet/bin tags, stickering, colour coding, numbering, lettering, etc.) to identify it for traceability, as per requirements within Section 17 and 22

Legumes: All cultivars of peas and beans that are sold/eaten as a fresh product.

Letter of assurance: A written statement from a supplier/dealer that the product he or she is selling was produced under specified conditions and steps were taken to reduce biological, chemical or physical contaminants in accordance with all prevailing legislation.

Letter of no objection: Letter expressing favourable opinion by the regulatory body (e.g., CFIA, Health Canada). Indicates that the product can be sold in Canada for the uses listed in the submission, and outlines any restrictions or requirements relative to the regulatory body’s decision.

Licensed dealer: A person who has successfully completed the dealers’/dispensers’ course, paid the licensing fee and may sell agricultural chemicals.

Lot: Product packed during a period of time or according to a specific ID.

Lot ID: Any combination of letters OR figures, or letters AND figures, by which a unit of market product can be traced and identified in the operation’s records (e.g., skid, block, box). Linked to Pack ID for complete traceability.

Maintenance materials: Products used on, or to repair, equipment and buildings (e.g., light bulbs, lubricants, oils, fuels, paints).

Major deviations: Deviations that could lead to a major food safety concern; employees must advise the person responsible immediately of the problem (see Section 23: Deviations and Crisis Management for a list of major deviations).

Manure: Animal excrement with or without bedding that has not been composted and is used to fertilize the soil. Includes all types (e.g., cow, sheep, horse, pig, chicken, vermicast, etc.) as well as aged manure.

Market product: Produce that is in market ready packaging materials. It may be packed in the production site or packed/repacked in the packinghouse.

Market ready packaging materials: Containers that **will go to food service, retail, repacking, wholesale, or directly to the consumer**. These containers may first go through other facility(ies) (e.g., shipper, broker, marketer, handler, wholesaler, distributor/distribution centre, etc.) where further activity may occur (e.g., icing, cooling, labelling/coding, etc.) before product reaches food service, retail, repacking or the consumer. The product does not leave these containers until it is either taken out by the consumer or by the food service, repacking or retail operation.

There are two types:

- 1) Market ready **PRIMARY** packaging materials that come into direct contact with product (e.g., boxes, bags, clam shells, crates, baskets, pints); and
- 2) Market ready **SECONDARY** packaging materials (e.g., masters, dividers) that may be reused and do not come into direct contact with product.

Minimal processing: Transforming whole fruits and vegetables from their original state (e.g., peeling, slicing, shredding, coring, grinding, shelling, husking, chopping, combining/mixing ingredients, juicing, modified atmosphere packaging, ready-to-eat preparation etc.). Minimally processed fruit and vegetables are sometimes also called ready-to-use, ready-to-eat, fresh-cut, or pre-cut fruits and vegetables.

The following are **not** considered minimal processing:

- Removing outer leaves (e.g., of cabbage, broccoli, cauliflower, lettuce, etc.) after harvesting
- Trimming off leaves, ends, tops or other parts of the product generally considered inedible or unsaleable (e.g., trimming ends from asparagus, removing outer stalks of celery, removing rhubarb leaves, trimming ends from rutabagas, etc.)
- Removing tops from vegetables such as carrots, beets, turnips, etc.
- Air drying or curing products such as onions, squash, etc.

Minor deviations: Deviations from procedures and the intent/plan of the food safety program that can be rectified immediately by the employee and that are not a major food safety concern (e.g., spilled product on the floor).

Mock recall: A procedure to test the recall team's ability to find and trace their product during a recall

Mulch materials: Materials used to cover the soil in the production site to retain soil moisture, heat and humidity, and suppress weeds (e.g., straw, plastic film, bark chips, sawdust).

Municipal water: See "Water".

Non-agricultural activities: Dump sites, industrial activities and other human activities (e.g., golf course).

Non-permanent structure: Open-air, temporary packing area with a roof or cover (e.g., tarp)

Non-porous surface: A smooth solid surface that limits absorption and penetration of liquid (e.g., metal, stainless steel, hard plastic material, rubber).

Off-site: Beyond the premises of the operation.

On-site: Within the premises of the operation.

ORP: Oxidation-Reduction Potential. A rapid and accurate way to measure chlorine effectiveness. ORP is measured using an ORP meter, similar to a digital thermometer or pH probe. Research has shown that water with an ORP value of 650-700 mV can kill bacteria such as *E. coli* in a few seconds while more resistant types of microorganisms are killed within a few minutes.

Other by-products: Include plant or animal debris used for soil and crop improvement (e.g., seafood waste, seaweed, peat moss, wood shavings, crop culls, cover crops/green manure, pomace, feather meal from chicken rendering), i.e. to improve the biological, chemical and physical characteristics of the soil, including improving the tilth, porosity, aeration, aggregation, water holding potential, or to increase the organic content, ion exchange capacity and microbial viability.

Outgoing: Refers to product leaving the premises. **Except in the case of “brokerage” where the product is NOT physically on the premises.**

Own Use Import Program: Allows the import of registered foreign pest control products into Canada, provided they are deemed to be chemically equivalent to registered Canadian pest control products, are on the eligibility list and have received a permit from the PMRA. They also must bear the equivalent label information to that of the registered Canadian pest control product. Information can be found at www.pmr-arla.gc.ca.

Pack ID: Information identifying 1) who produced the product and 2) when the product is packed/repacked. Linked to Lot ID for complete traceability.

Packaging accessories: Materials used to fasten, contain, protect or identify product or packaging materials (e.g., liners, pads, ties, tags, elastics, rope, trays, dividers, slats, labels, staples, ink, stickers, and wrap such as shrink wrap, pallet wrap, product wrap or mesh/netting).

Packaging materials: Include all containers and packaging accessories used for harvested and market product.

Packing: Includes:

- 1) The physical act of taking harvested product and putting it into harvested product packaging materials AND/OR market ready packaging materials for the first time (both in the production site and in the packinghouse). This does not include repacking.
- 2) Activities (e.g., icing, labelling/coding, cooling, etc.) that occur once product is in the packaging materials.

The operation involved with packing may or may not store and/or transport product.

Packinghouse: Where the packing/repacking activities occur

Permanent structure: See “Building”.

Person Responsible: The one(s) who carries out an activity (e.g., harvesting, packing, storage, cooling, icing, labelling/coding, transporting, etc.) and ensures that the activity within his or her control is complete.

Personal effects: Include employees’ lunches, clothing, shoes, smoking materials, electronic devices, etc.

Personal hygiene facilities: Washrooms (i.e., toilets, toilet paper) and hand washing facilities (i.e., hand sanitizers, water, soap, paper towels and hand wipes). These may be located inside or outside and can be portable or non-portable.

Pest: An animal, plant or other organism that is directly or indirectly injurious, noxious or troublesome, and an injurious, noxious or troublesome condition or organic function of an animal, a plant or other organism (e.g., rats, mice, birds, reptiles, beetles, weeds, disease, etc.).

Pest control product: Any product, device, organism, substance or thing that is manufactured, represented, sold or used as a means for directly or indirectly controlling, preventing, destroying, mitigating, attracting or repelling any pest. Control products include active ingredients used in the manufacture of end-use products and the end-use products themselves. Includes herbicides, insecticides, fungicides, antimicrobial agents, pool chemicals, microbials, material and wood preservatives, animal and insect repellents, and insect- and rodent-controlling devices.

Pest Control Products Act (PCP Act) and Regulations: A Canadian federal Act that enables the Pest Management Regulatory Agency (PMRA) to regulate all pest control products imported into, sold or used in Canada.

Pest Management Regulatory Agency (PMRA): Federal body in Canada responsible for administering the legislation under the *PCP Act*.

Pest program: Includes the control and monitoring of pests.

pH: A measure of acidity or alkalinity.

PHI: Pre-harvest interval; the time between the application of the agricultural chemical and harvest, as defined on the pest control product label.

pH meter: A device used to measure pH.

Pickling: A controlled process that achieves a 5 log kill step.

Plants with Novel Traits: A plant variety possessing characteristics that demonstrate neither familiarity nor substantial equivalence to those present in a distinct, stable population of a cultivated species of plant in Canada and that have been intentionally selected, created or introduced into a population of that species through a specific genetic change (e.g., GMOs).

Potable water: See “Water”.

Pre-cooling: Reducing temperature of product prior to storage (i.e., removing field heat). Includes forced air and vacuum cooling. Does not include ice or hydro-cooling.

Pre-planting: Time from harvest of prior crop to beginning of planting the current crop.

Premises: Includes production site(s), building(s) and immediate surrounding land.

Preventative measures: Actions taken that are intended to hinder or avert.

Prior to Use (for water testing): Before the water is used on product, hands, equipment, packaging materials, etc. for the first time in a season. Results of water testing need to show potability before water is used. The test will be taken as close as possible to the first use of the water, up to a maximum of 60 days before the first use. **NOTE:** Where there is an event or activity (e.g., maintenance of piping/pumps, leaking storage tanks, changes in colour/odour and/or turbidity, etc.) that may affect the potability of the water and it takes place after testing was completed (e.g., between the time of analysis and production/packing/repacking/wholesale use, etc.), re-testing is performed.

Product: Refers to both harvested and market produce.

Production: Activities (e.g., growing, harvesting, putting harvested product into harvested product packaging materials, cooling, rinsing, etc.) involved with harvested product. The production operation may or may not store and/or transport product.

Production site: Location where product is grown. Also referred to as a field/orchard/vineyard.

Production site equipment: Equipment used in the field/orchard/vineyard including field/orchard/vineyard-washing/packing equipment (e.g., agricultural chemical, manure or commercial fertilizer applicators, irrigation pipe, pump, nozzles, tubes, fittings, filters, tape, tractors, planters, harrows, cultivators, tillers, windrowers, spreaders, harvesters, conveyors, wiping cloths, blankets, brushes, stakes [wood, metal], pallets, knives, tables).

Production wastewater: Water remaining from the cleaning of product or equipment (e.g., flume, dump tank or wash water).

Pulp sludge: A solid residue that remains after wastewater is treated at pulp and paper mills. It is composed of input materials for making paper, which are primarily wood fibre, lime, clays, as well as excess organisms produced as part of the wastewater treatment process.

Purchasing: Buying or ordering a product and/or service.

Recall: Means for an operation to remove from further sale or use, or to correct, a marketed product (i.e., that has been sold or distributed) that may have an impact on food safety.

Receiving: Taking delivery of a product or an input that was purchased and/or selected.

Recognized (codex): Officially recognized inspection systems and officially recognized certification systems are systems which have been formally approved or recognized by a government agency having jurisdiction.

Recyclables: Containers from maintenance materials, agricultural chemicals, commercial fertilizers, cleaning agents or water treatment chemicals, etc. that are sent for recycling and are not re-used.

Re-circulated water: See “Water”.

Registered agricultural chemicals: Refers to products that have been approved under the *PCP Act* and that bear a Pest Control Products Number (PCP #).

Releasing: Handing product over to another operation that is responsible for the next activity/function (e.g. labelling, icing, storing), whether the product is purchased or not

Repacking: Includes:

- 1) Removing market product from its market ready packaging materials, re-handling the product (e.g., re-sorting, re-grading, re-trimming, re-washing, re-fluming, etc.), and putting it into market ready packaging materials. Product may also be combined with other product that differs in some way (e.g., type, origin, timeframe, etc.).
- 2) Activities (e.g., icing, labelling/coding, cooling, etc.) that occur once product is in the packaging materials.

The operation involved with repacking may or may not store and/or transport product.

Reservoir: A natural or artificial pond or lake used for collection or storage of water.

Reusable: Designed so it is capable of being used more than once or repeatedly (e.g. hard plastic packaging materials, rubber gloves, etc.)

Row cover: Plastic film or material put over the crop to create a micro-climate and exclude some pests. Includes floating row covers and high and low tunnels.

Sanitary dip: Container with water and sanitizer (e.g., chlorine, quaternary ammonium, etc.).

Seed potato: A tuber or any part of a tuber used for propagation purposes.

Seed potato preparation: Includes the treating (with agricultural chemicals) and the cutting (into smaller pieces) of potatoes for planting.

Seedlings: Plant/transplants, plugs used for propagation purposes.

Selecting: Obtaining or sourcing a product and/or service where it is not purchased (e.g., choosing a water source, building your own equipment).

Separate: Not on top of, underneath or touching.

Sewage sludge: Includes municipal biosolids.

Soap: Cleaning agent used with water. Can be antibacterial or other.

Slush/ice slurry: See “Water – Cooling Water”.

Smooth-skinned melons: Includes honeydew, watermelon, etc. Does not have a netted rind (e.g., cantaloupe, musk melons, etc.)

Soil amendments: Ashes, gypsum and liming materials added to the soil for the purpose of improving the chemical properties (e.g., pH) of the soil. If liming materials are derived from biosolids, see requirements for sewage sludge/biosolids. If liming materials are derived from pulp and paper waste, refer to the requirements for the application of pulp sludge.

Sorting: Separating product (e.g., edible from non-edible; removing green potatoes, leaves, stones, other plant debris).

SOP: Standard Operating Procedure; a set of written instructions or steps for carrying out routine operations and established procedures. The details standardize the process and provide step-by-step instructions that enable anyone within an operation to perform a task in a consistent manner.

SSOP: Sanitation Standard Operating Procedure; specific sanitation practices that include detailed cleaning instructions (*refer to Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example*).

Standalone Storage Operation: One whose ONLY activity is to store harvested product.

Stencilling: A technique used on apples to apply a design to the apple while it is growing on the tree. A stencil is placed on the unripe apple and, when ripe, the colour develops in the shape of the stencil.

Sticky traps: Devices used to monitor or control crawling insects/pests. Sticky traps for insects are made of heavy paper or cardboard coated with a non-repellent, sticky glue. Insects that crawl over the trap are held fast by the glue. In dusty sites, these traps may need to be replaced weekly to maintain effectiveness. To prevent dust from coating sticky traps, they can be placed inside open-ended tubes that allow pests access.

Storage: Keeping product in a pre-determined and controlled location for a period of days to months (e.g., atmosphere controlled or modified; cooled, dry, contained location); or the location where product is kept.

Surface water: See “Water”.

Temperature conditioning: (Pre) cooling or heat curing.

Tertiary water: See “Water”.

Total Chlorine: See “chlorine”.

Total Coliforms: A measurement of several bacteria belonging to the family *Enterobacteriaceae* spp., including *Escherichia coli* (*E. coli*) and various members of the genera *Enterobacter* spp., *Klebsiella* spp. and *Citrobacter* spp. These bacteria are typically found as a part of the intestinal microflora of warm-blooded animals and so are associated with fecal material. In addition, some members of this group of organisms can originate from nonenteric sources.

Total glycoalkaloids: Naturally occurring chemicals found in potatoes that may cause illness in humans at high levels (mainly solanine and chaconine). Potato cultivars/varieties are bred for low levels of glycoalkaloids and, to be registered, must not exceed established federal levels. Levels may increase if tubers are exposed to light during the growing period, harvest, storage or transportation.

Traceability: Permits the source of the product to be identified and maintained at any stage in the supply/distribution system.

Training: The transfer of technical and/or food safety-related information to employees. Employees include offshore, local, seasonal, part-time and management personnel. Training may take a variety of forms including on-the-job demonstrations, job shadowing, formal sessions, reading and discussing protocols or presentations.

Transportation: Includes all movement of product, both on and off the premises.

Trap Crops: A planting that attracts insects away from nearby product(s) helping to reduce economic damage to harvestable product(s).

Traps: Devices (baited or not) that pests enter and are unable to escape from. These may be used in the interior and exterior of buildings.

Vehicles: The means to transport product (e.g., personal and private carriers, trucks, flatbeds, wagons).

Visitor: Includes anyone not directly involved/employed in the operation (e.g., transportation drivers, contractors, auditors). Visitors are ONLY considered when entering controlled access areas.

Washrooms: Includes toilets and toilet paper.

Wash water: See “Water”.

Waste: Refers to any item or material requiring disposal (e.g., garbage, production wastewater).

Water

Agricultural water: Water used for irrigation and the application of agricultural chemicals and commercial fertilizers.

Chemical application (during packing) Water: Water used to apply agricultural chemicals at the final rinse stage before product is packed into market ready packaging materials (i.e., high volume spray or drench).

Cleaning water: Includes all water (except for agricultural water) and is used for hydro-cooling, fluming, washing, rinsing, wetting, humidity, misting and drenching product. It also includes water used to wash hands in hygiene facilities and for cleaning equipment, harvested product packaging materials, buildings, etc.

Cooling water: Water or ice used to remove the field heat from a product (e.g., hydro-coolers), unless this is the last water used on the product before it leaves the premises (if so – consider this as “Final rinse water”).

Final rinse water: Water used in the final step of the cleaning process that covers all surfaces of the product (i.e., high volume spray/shower that drenches the entire product).

Fluming water: Water used for transporting product or for the initial step of the cleaning process.

Ground water: Water beneath the earth's surface, often between saturated soil and rock, that supplies wells and springs.

Hydro-cooling water: Water (and/or ice) used to remove the field heat from a product or using water during the cleaning process to remove organic material from the product, unless this is the last water used on the product before it leaves the premises (if so – consider this as “Final rinse water”).

Municipal water: Water supplied by the local government that is potable.

Potable water: Water that meets the parameters under the Canadian Water Quality Guidelines for Drinking Water Quality (biological parameters are 0 Total Coliforms and 0 *E. coli*).

Re-circulated water: Water that is being reused.

Surface water: Water that is exposed to the environment [e.g., ponds, streams, lakes, rivers, canals, dugouts, creeks, rain (e.g., collected from the roof)].

Tertiary water: Waste water (e.g. municipal, industrial) that has received the third, or final, stage of water treatment. Primary treatment screens particulates and settles sludge in ponds. Secondary treatment removes harmful microorganisms and tertiary treatment passes the water through filters to remove organic pollutants that bacteria cannot break down. Tertiary treatment also uses chemicals to remove chemical pollutants such phosphorous and nitrogen.

Wash water: Water used during the cleaning process to remove organic material from product (e.g., dump tanks, pits, sprays, drums, hydro-coolers), unless this is the last water used on the product before it leaves the premises (if so – consider this as “Final rinse water”).

Water sources: Ground, surface, municipal or tertiary water.

Water storage: Water that is held temporarily in a container/tank/cistern. These are not considered production site or building equipment. This includes water in coolers or jugs with a spigot, delivered municipal water stored in a tank, a cistern containing rainwater, water tank filled with well water, well water in a standalone handwashing tank/container, etc.

Wax: Edible surface coating that helps to prolong shelf life.

Wholesaling: Activity where operations are involved ONLY in storage of market product (see definition of “storage”). The operation may or may not transport product.

Working effects: Items that have been provided to the employees to minimize contamination to product (e.g., aprons, booties, gloves, smocks etc.)

To Do List – Outstanding Items to Complete in Manual

Instructions: When you are completing your CanadaGAP manual have this “To Do List” handy. If you need to make a change in your operation or are unable to check off a procedure immediately due to circumstances outside of your control (i.e., will complete the task at a later date), record the information in the appropriate section below. Once you have gone through the entire manual those areas requiring change/completion will be documented and this will save you from having to look for those items later. After you have completed the procedure, record the date, go back to the manual and check both the appropriate box there and the last column below.

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
Example:		Portable toilets ordered – to be delivered April 12	✓ April 15/18	✓
1. Commodity Starter Products				
1.1	Purchasing and Receiving			
1.2	Preparation			
1.3	Storage			
2. Premises				
2.1	Production Site and Surroundings Assessment			
2.2	Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection			
2.3	Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection			
3. Commercial Fertilizers, Pulp Sludge and Soil Amendments				
3.1	Purchasing and Receiving			
3.2	Application			
3.3	Storage			

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
4. Manure, Compost/Compost Tea and Other By-Products				
4.1	Purchasing and Receiving			
4.2	Application			
4.3	Storage			
5. Mulch and Row Cover Materials				
5.1	Purchasing and Receiving			
5.2	Application			
5.3	Storage			
6. Agricultural Chemicals				
6.1	Purchasing and Receiving			
6.2	Application			
6.3	Storage			
7. Agricultural Water				
7.1	Source Assessment			
7.2	Storage			
8. Equipment				
8.1	Purchasing, Receiving and Installation			
8.2	Use, Cleaning, Maintenance, Repair and Inspection			

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
8.3	Calibration			
8.4	Storage			
9. Cleaning and Maintenance Materials				
9.1	Purchasing and Receiving			
9.2	Use			
9.3	Storage			
10. Waste Management				
10.1	Storage and Disposal of Garbage, Recyclables and Compostable Waste			
10.2	Storage and Disposal of Empty Agricultural Chemical Containers			
10.3	Disposal of Production Wastewater and Waste from Toilets and Hand Washing Facilities			
11. Personal Hygiene Facilities				
11.1	Facilities			
12. Employee Training				
12.1	Employee Training			
12.2	Employee Illness			
13. Visitor Policy				
13.1	Visitor Protocols			
13.2	U-Pick Operations			

Section in Manual		Items Not Yet Complete	Item(s) Completed (✓) and Date	Item(s) Checked Off in Manual (✓)
14. Pest Program for Buildings				
14.1	Control and Monitoring			
14.2	Storage			
15. Water (for Fluming and Cleaning)				
15.1	Water Assessment			
15.2	Storage			
15.3	Treatment			
16. Ice				
16.1	Purchasing and Receiving			
16.2	Application			
16.3	Storage			
17. Packaging Materials				
17.1	Purchasing and Receiving			
17.2	Use of Packaging Material			
17.3	Storage			
18. Growing and Harvesting				
18.1	Growing			
18.2	Harvesting			

19. Sorting, Grading, Packing, Repacking, Storing and Brokerage				
19.1	Selecting/Purchasing and Receiving Harvested/Market Product			
19.2	Sorting and Grading			
19.3	Packing/Repacking			
19.4	Application of Wax			
20. Storage of Product				
20.1	Storage Conditions for Harvested Product			
20.2	Storage Conditions for Market Product			
20.3	Drenching			
21. Transportation				
21.1	Transportation of Product in Harvested Product Packaging Materials			
21.2	Transportation of Product in Market Ready Packaging Materials			
22. Identification and Traceability				
22.1	Traceability System			
23. Deviations and Crisis Management				
23.1	Minor Deviations and Corrective Action			
23.2	Major Deviations and Corrective Action			
23.3	Crisis Management			

23.4	Complaint Handling			
23.5	Food Defense			
23.6	Allergens			
23.7	Food Fraud			
24. HACCP Plan and Food Safety Program Maintenance and Review				
24.1	Site-specific HACCP Plan			
24.2	Protocols			

Compendium of Food Safety Forms		Item(s) Not Yet Complete	Item(s) Completed (✓)	Item(s) Checked Off in Manual (✓)
ANNUAL FORMS				
A.	Buildings Sketch and Agricultural Chemical Storage Checklist			
B.	Storage Assessment			
C.	Employee Personal Hygiene and Food Handling Practices Policy - Production Site			
D.	Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage			
E.	Pest Control for Buildings			
F.	Water (for Fluming and Cleaning) Assessment			
S.	Allergen Information - Assessment			
T.	Food Defense			
U.	Food Fraud Vulnerability Assessment			
V.	Production Site Assessment			
ONGOING FORMS				
G.	Cleaning, Maintenance and Repair of Buildings			
H1.	Agronomic Inputs (Agricultural Chemicals)			
H2.	Agronomic Inputs (Other)			

Compendium of Food Safety Forms		Item(s) Not Yet Complete	Item(s) Completed (✓)	Item(s) Checked Off in Manual (✓)
H3.	Agricultural Chemical Application (During Packing) (FOR POTATOES ONLY)			
I.	Equipment Cleaning, Maintenance and Calibration			
J.	Cleaning and Maintenance – Personal Hygiene Facilities			
K.	Training Session			
L.	Visitor Sign-In Log			
M.	Pest Monitoring for Buildings			
N1.	Water Treatment Control and Monitoring			
N2.	Water Temperature Control and Monitoring			
O.	Transporting Product			
P1.	Harvesting and Storing Potatoes (FOR POTATOES ONLY)			
P2.	Harvesting and Storing Product (FOR ALL COMMODITIES EXCEPT POTATOES)			
Q.	Packing, Repacking, Storing and Brokerage of Market Product			
R.	Deviations and Corrective Actions			

Operation Information

Note: The purpose of completing this section of the Manual is to provide reviewers (e.g., auditors) with a general overview of your operation.

Legal Operating Name: _____

Name of Person(s)

Responsible for the Operation: _____

(Note: This person(s) becomes the person(s) responsible referred to in this Manual.)

Address: _____

(Physical address of office location)

Telephone: () _____

Cell: () _____

Fax: () _____

Email Address: _____

Food Safety Program Contact(s) and Contact(s) Information (if different from above): _____

(Person(s) responsible for the Food Safety Program)

Recall Coordinator(s) and Contact(s) Information (if different from above): _____

Draw below the operation's organizational structure (or attach the operation's organizational chart). Include name(s), job title(s), a brief description of job responsibilities and show the reporting relationship(s) (e.g., using arrows). Include only those people involved in activities relevant to food safety.

Brief Background

Amount of land in combined vegetables; leafy vegetable and cruciferae; potatoes; tree and vine fruit; and/or small fruit production (owned and rented); length of the operation's season; whose product is being handled:

Operation Description

Describe [e.g., number of locations (production sites, packinghouses, storages, etc.)] _____

Please Check and List All Applicable Items Below:

Type of Production:	Type of Operation:
<input type="checkbox"/> Products for Fresh Consumption (<i>list</i>): _____ _____	<input type="checkbox"/> Production <input type="checkbox"/> Production Site Packing into Market Ready Packaging Materials <input type="checkbox"/> Packinghouse with Washing Activities <input type="checkbox"/> Packinghouse with No Washing <input type="checkbox"/> Packing for Other Operations (i.e., co-packing) <input type="checkbox"/> Repacking <input type="checkbox"/> Importing Products <input type="checkbox"/> Storage <input type="checkbox"/> Wholesale <input type="checkbox"/> Brokerage <input type="checkbox"/> U-Pick Operation (<i>list products</i>): _____
<input type="checkbox"/> Products for Processing (<i>list</i>): _____ _____ _____	
<input type="checkbox"/> Other Uses (<i>describe</i>): _____ _____ _____	
<input type="checkbox"/> Producing Own Commodity Starter Products	<input type="checkbox"/> Processing (<i>list products</i>): _____ _____ _____ <input type="checkbox"/> Other (<i>describe</i>): _____ _____

Other Crops Produced:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Incompatible Operations [e.g., livestock, poultry, etc. (specify type)]:

- ☐ _____
- ☐ _____

Other Products (non-produce items) handled or stored:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Other Farm Programs (please indicate date of last review):

- ☐ Environmental Farm Plan _____
- ☐ Other Food Safety Program(s)/Audit(s): _____
- ☐ Other Certifications Achieved: _____

- ☐ Nutrient Management Plan: _____
- ☐ Reduced Input (e.g., no spray, IPM, IFP):

- ☐ Organic Production: _____
- ☐ Other (describe): _____

Annual Operation Start Date

Give the date of when your season begins. If you are operating year-round then you must choose a start date.

INDEX

Section	Page Number	Title	Forms Required	CanadaGAP Version Number and Issue Date
1.	1	Commodity Starter Products	N/A	Version 7.1 2018
2.	3	Premises	A, B, G, V	Version 7.1 2018
3.	7	Commercial Fertilizers, Pulp Sludge and Soil Amendments	H2	Version 7.1 2018
4.	9	Manure, Compost/Compost Tea and Other By-Products	H2	Version 7.1 2018
5.	11	Mulch and Row Cover Materials	H2	Version 7.1 2018
6.	13	Agricultural Chemicals	A, H1, H3, P1	Version 7.1 2018
7.	17	Agricultural Water	A, I	Version 7.1 2018
8.	21	Equipment	A, I	Version 7.1 2018
9.	31	Cleaning and Maintenance Materials	N/A	Version 7.1 2018
10.	33	Waste Management	N/A	Version 7.1 2018
11.	35	Personal Hygiene Facilities	A, J	Version 7.1 2018
12.	39	Employee Training	C, D, K	Version 7.1 2018
13.	43	Visitor Policy	L	Version 7.1 2018
14.	45	Pest Program for Buildings	A, E, G, M	Version 7.1 2018
15.	49	Water (for Fluming and Cleaning)	A, F, N1, N2	Version 7.1 2018
16.	59	Ice	A	Version 7.1 2018
17.	61	Packaging Materials	A, I, Q	Version 7.1 2018
18.	69	Growing and Harvesting	H1, H2, P1/P2, Q	Version 7.1 2018
19.	73	Sorting, Grading, Packing, Repacking, Storing and Brokerage	P1/P2, Q	Version 7.1 2018
20.	77	Storage of Product	A, H1, P1/P2, Q	Version 7.1 2018
21.	81	Transportation	O	Version 7.1 2018
22.	83	Identification and Traceability	O, P1/P2, Q	Version 7.1 2018
23.	87	Deviations and Crisis Management	R, S, T, U	Version 7.1 2018
24.	103	HACCP Plan and Food Safety Program Maintenance and Review	N/A	Version 7.1 2018

1. Commodity Starter Products

Forms Required

N/A

FOR ALL COMMODITIES EXCEPT FOR LEAFY VEGETABLES

RATIONALE:

Commodity starter products, depending on the product, may include seed(s), cuttings, seedlings, canes, plants, trees, vines and sets. These may be a source of chemical contamination if not treated properly or if certain cultivars/varieties are selected [e.g., those with high levels of glycoalkaloids, Plants with Novel Traits (PNTs)]. The development of new varieties of products, through conventional breeding or modern biotechnology, has the potential to create varieties with unknown chemical compositions that pose risks to human health. If new varieties are considered different enough from existing varieties they may be considered Plants with Novel Traits in Canada and are subject to federal regulation. Before being grown for human consumption, a food safety assessment of these new varieties must be completed by the prevailing authority (e.g., federal government).

- ☐ Commodity Starter Products are used on the premises

If the above circle has been checked off, proceed below.

If not, proceed to Section 2: Premises.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

1.1 Purchasing and Receiving

REQUIREMENT

Commodity starter products must be purchased/selected and received properly to minimize chemical contamination. In Canada, Plants with Novel Traits must be assessed for food safety by the federal government before being grown for food use.

PROCEDURES:

- ☐ When purchasing or selecting commodity starter products that are genetically modified [e.g., Plants with Novel Traits (PNTs)] the person responsible purchases or selects only varieties that have been approved for use by the prevailing authority (e.g. federal government) or that have been issued a letter of no-objection [e.g., from Health Canada (Refer to the CFIA website <http://active.inspection.gc.ca/eng/plaveg/bio/pntvcne.asp>) or talk to your supplier]
- ☐ The person responsible receives only the commodity starter products that were purchased

FOR POTATOES ONLY (If not applicable, proceed to Section 2. Premises)

- ☐ The person responsible purchases or selects varieties that have been tested for total glycoalkaloids (Letter of assurance or invoice from breeder/agent showing total glycoalkaloids below 20mg/100g may be obtainable for non-registered varieties)

- ☐ The person responsible purchases or selects commodity starter products that have been treated (i.e., agricultural chemicals) properly (e.g., by a certified seed potato operation)

1.2 Preparation

REQUIREMENT

Commodity starter products must be prepared in a manner that minimizes sources of contamination.

PROCEDURES:

- ☐ The person responsible treats commodity starter products with agricultural chemicals according to the instructions in Section 6: Agricultural Chemicals

1.3 Storage

REQUIREMENT

Commodity starter products must be stored in a manner that minimizes sources of contamination.

PROCEDURES:

- ☐ The person responsible stores commodity starter products separate from agricultural chemicals and harvested and market product

Confirmation/Update Log:

Date						
Initials						

2. Premises

Forms Required

A, B, G, V

RATIONALE:

Direct and indirect contamination of product can occur due to previous activities on a production site or activities on adjacent lands. Animals (both wild and domestic), insects and birds are potential sources of contamination to product because they may carry a variety of pathogens. Therefore, production sites must be assessed before use to ensure all biological, chemical and physical hazards are minimized.

The design and construction of both the interior and exterior of buildings is important in preventing the contamination of product. For example, improper drainage results in standing water or wet areas around facilities that can create breeding grounds for insects and other pests. Long grass and bushes around the exterior walls of buildings may also harbour pests. Pests allowed to live and breed directly outside of buildings have a greater chance of entering the buildings and contaminating the product.

- ☐ Operation includes production site(s)
- ☐ Operation includes building(s)

*If **ANY** of the above circles has been checked off, proceed below.*

If not, proceed to Section 3: Commercial Fertilizers, Pulp Sludge and Soil Amendments.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

2.1 Production Site and Surroundings Assessment

REQUIREMENT

Production sites must be assessed before use for biological, chemical and physical hazards due to previous use, and adjacent agricultural and non-agricultural activities.

PROCEDURES:

- The person responsible considers production site activities for the past five years of any site they are farming for the first time and assesses potential hazards. Each new site is assessed for historical use of:
 - ☐ Persistent heavy metals such as mercury, lead, etc. remaining from previous applications of fertilizers, agricultural chemicals, sewage sludge or liming materials
 - ☐ Contaminants remaining from previous non-agricultural uses (e.g., landfills, refineries, buildings)
- ☐ The person responsible does not use production sites where sewage sludge has been applied.
- Annually – The person responsible considers production site activities and assesses potential hazards for ALL production sites. The person responsible checks that EACH site has NO:
 - ☐ Adjacent areas where livestock excrement, dust, aerosols or feathers may drift or leach
 - ☐ Adjacent areas where crop production inputs may drift or leach (e.g., agricultural chemicals, soil amendments, fertilizers, pulp sludge)
 - ☐ Adjacent areas where cross contamination may occur from crops with novel traits

- ☐ Adjacent areas where non-agricultural activities contribute to air, water or soil pollution [i.e., industrial activities, roadside debris, road salt, foreign objects (e.g., glass bottles, etc.)]
- ☐ Unusually high levels of animal and bird activity (e.g., migratory paths, nesting or feeding areas, presence of animal feces, large areas of animal tracks or burrowing, etc.)

Note: *If any of the above-noted hazards was identified, the following corrective actions are suggested as options:*

- Seeking and following expert advice
- Testing soil using an accredited lab where analyses are performed to standards equivalent to ISO 17025 (File under Tab: Test Results)
- Avoiding growing an edible crop
- Incorporating manure into the soil in adjacent fields
- Constructing and maintaining barriers or production site perimeters (e.g., fences, ditches, storage pits, buffer zones)
- Using scaring devices (e.g., bangers, wailers)
- Other (describe): _____

- ☐ Annually [prior to using the production site (regardless of whether it's first time use or not)] – The person responsible conducts an assessment of ALL production sites and completes Form (V) Production Site Assessment OR _____

2.2 Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection

REQUIREMENT

The exterior of buildings and their surroundings must be assessed for the risk of biological, chemical and physical hazards and must be cleaned, maintained, repaired and inspected to minimize sources of contamination.

Note: *Agricultural chemical storage buildings are not included in this section, see Section 6.3: Storage, for requirements on storage conditions for agricultural chemicals.*

PROCEDURES:

- Annually – The person responsible, for EACH building that is a permanent structure, assesses all of the following potential exterior hazards:
 - Each building (when in use) is located where:
 - ☐ Crop production inputs will not drift or leach (i.e., agricultural chemicals, soil amendments, fertilizers, pulp sludge or manure)
 - ☐ Non-agricultural uses are not a source of air, water or soil pollution (e.g., landfills, refineries, water treatment plant, chemical processing plant, etc.)
 - ☐ Livestock production is not a source of contamination
 - ☐ The area is not prone to flooding; there is proper drainage around the building (i.e., no standing water or wet areas)
 - ☐ Any other air, soil or water pollutants are not a source of contamination
 - Each building is designed or constructed where there is or are:
 - ☐ No areas where pests (e.g., insects, mice, birds, rats) can hide/live/feed (e.g., junk piles, long grass, bushes, garbage, unused machinery)
 - ☐ No holes/crevices/leaks (e.g., walls, windows, screens)
 - ☐ Doors that fit properly
 - ☐ Doors that can be secured (e.g., to lock storages when unsupervised)
 - ☐ Windows that can be closed OR have close-fitting screens (i.e., no gaps)

- ☐ The person responsible ensures that any new buildings or modifications/renovations to existing buildings meet applicable (e.g., federal, provincial, state, local, etc.) building codes with respect to food safety
- Annually – The person responsible, for EACH building that is NOT a permanent structure (i.e., open-air, temporary), assesses all of the following potential exterior hazards:
 - Each structure is designed or constructed where there is or are:
 - ☐ A roof or cover (e.g., tarp)
 - ☐ Proper drainage around the structure (i.e., no standing water or wet areas)
 - ☐ No areas where pests (e.g., insects, mice, birds, rats) can hide/live/feed (e.g., junk piles, long grass, bushes, garbage, unused machinery)
- ! ☐ Monthly (when in use) – The person responsible conducts an inspection of the exterior of buildings and completes Form (G) Cleaning, Maintenance and Repair of Buildings OR _____

2.3 Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection

REQUIREMENT	<i>The interior of buildings must be assessed for biological, chemical and physical hazards and must be cleaned, maintained, repaired and inspected to minimize sources of contamination.</i>
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Note: *Agricultural chemical storage buildings are not included in this section, see Section 6.3: Storage, for requirements on storage conditions for agricultural chemicals.*

PROCEDURES:

- ! ☐ Annually – The person responsible completes or updates Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____
- Annually – The person responsible, for EACH building, assesses all of the following potential interior hazards. Each building IS or HAS:
 - ☐ NOT used for livestock/poultry slaughter or meat processing/storage activities
 - ☐ No sources of cross-contamination that may be carried by air, foot, hands, equipment, etc. (e.g., livestock, poultry, fish, etc.)
 - ☐ Lighting that is adequate (e.g., easy to see in corners, suitable for grading) *Refer to Appendix F: General Guidelines for Adequate Lighting*
 - ☐ Lighting that is shatterproof or covered (e.g., prevent glass from falling onto product/materials) where product and packaging materials are handled or stored
 - ☐ Adequate drainage (i.e., floor sloped, sump pump for backup, drain covers, backflow preventers where necessary)
 - ☐ Pipes or condensation that does not leak onto product or packaging materials
 - ☐ Clean areas where product and packaging materials are handled and stored (e.g., free from garbage, spills, pests and pest droppings)
 - ☐ Walls, floors and ceilings without crevices
 - ☐ Adequate ventilation to prevent excessive heat, steam, condensation, dust, etc. and contaminated air (e.g. with allergens from dust/dry goods, etc.) is removed
- If there is potential for cross-contamination from hazards (e.g., from non-produce activities, processing, etc.) or items [e.g. allergens (e.g. nuts, wheat, raw meats, seafood)] being handled and stored on the premises, the person responsible implements the following control measures: (*check those that apply*)

- ☐ Dedicated areas or barriers to prevent cross contamination
- ☐ Air flow or ventilation to remove contaminated air
- ☐ Specific pathways for employees or equipment [i.e. employees and equipment do not move into produce handling and storage areas from areas where there are potential hazards unless procedures are implemented to prevent cross contamination (e.g. change of clothing and footwear)]
- ☐ Dedicated employees or dedicated working effects (e.g. gloves, footwear, aprons, clothing etc.)
- ☐ Dedicated equipment
- ☐ Separation by space or time
- ☐ Covered or secured items (e.g., inputs, equipment, etc.) to prevent dust, spilling, leaking or other potential sources of cross-contamination

! ☐ Monthly (when in use) – Where possible (i.e., not a sealed storage), the person responsible conducts a monthly inspection of the interior of buildings, and completes Form (G) Cleaning, Maintenance and Repair of Buildings OR _____

For Harvested and Market Product Storages

! ☐ Annually [prior to first time (in a season) use] – The person responsible inspects the product storage(s) and completes Form (B) Storage Assessment OR _____

Confirmation/Update Log:

Date						
Initials						

3. Commercial Fertilizers, Pulp Sludge and Soil Amendments

Forms Required

H2

RATIONALE:

Commercial fertilizers, pulp sludge and soil amendments can potentially contaminate product with toxic matter if the incorrect types are spread (e.g., materials containing mercury, arsenic, lead, etc.).

- ☐ Commercial fertilizers are used on the premises
- ☐ Pulp sludge is used on the premises
- ☐ Soil amendments are used on the premises

If ANY of the above circles has been checked off, proceed below.

If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

3.1 Purchasing and Receiving

REQUIREMENT

Commercial fertilizers, pulp sludge and soil amendments must be purchased/selected and received properly to minimize chemical contamination.

PROCEDURES:

- The person responsible purchases or selects:
 - ☐ Commercial fertilizers that meet prevailing legislation (e.g., federal regulations)
 - ☐ Pulp sludge that meets prevailing legislation (e.g., provincial regulations)
 - ☐ Soil amendments that meet prevailing legislation (e.g., provincial regulations)
- ☐ The person responsible receives only the commercial fertilizers and soil amendments that were purchased or selected
- ☐ The person responsible receives only pulp sludge that was purchased or selected according to prevailing legislation (e.g., provincial regulations)

3.2 Application

REQUIREMENT

Commercial fertilizers, pulp sludge and soil amendments must be applied properly to minimize contamination.

PROCEDURES:

- ☐ The person responsible ensures that commercial fertilizers, pulp sludge and soil amendments are applied according to expert recommendations
- ☐ Applicator records all application details on Form (H2) Agronomic Inputs (Other) OR _____

3.3 Storage

- ☐ Commercial fertilizers are stored on the premises
- ☐ Pulp sludge is stored on the premises
- ☐ Soil amendments are stored on the premises

If **ANY** of the above circles has been checked off, proceed below.

If not, proceed to Section 4: Manure, Compost/Compost Tea and Other By-Products.

REQUIREMENT	Commercial fertilizers, pulp sludge and soil amendments must be stored in designated areas and under the proper conditions.
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PROCEDURES:

- The person responsible stores commercial fertilizers, pulp sludge and soil amendments:
 - ☐ Separate from product and packaging materials
 - ☐ Only in product storage(s) when the storage(s) are not in use
 - ☐ In a covered, clean and dry location if necessary
 - ☐ With labels intact and legible if applicable
 - ☐ In a manner that maintains the integrity of the containers and its contents
 - ☐ Other (describe): _____

Confirmation/Update Log:

Date						
Initials						

4. Manure, Compost/Compost Tea and Other By-Products

Forms Required

H2

RATIONALE:

Product may become contaminated with biological, chemical or physical contaminants if manure, compost and compost teas are not properly handled, applied or stored. It is important when purchasing manure to know the type (e.g., cow, sheep, chicken, etc.). Manure is known to carry pathogenic bacteria (e.g., *E. coli* O157:H7, Salmonella). These organisms can be eliminated through proper composting of manure (e.g., time, temperature) so that it is not a source of contamination to product. Presently there is little scientific information on pathogen survival when other by-products are applied in the production site (e.g., seafood waste, culls). Refer to Section 23: Deviations and Crisis Management 23.2: Major Deviations and Corrective Action – Chart Section 4: Manure, Compost/Compost Tea and Other By-Products for action to take if deviations occur when purchasing/selecting/receiving compost and compost tea.

- ☐ Manure is used on the premises
- ☐ Compost/compost tea is used on the premises
- ☐ Other by-products are used on the premises

*If ANY of the above circles has been checked off, proceed below.
If not, proceed to Section 5: Mulch and Row Cover Materials.*

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

4.1 Purchasing and Receiving

REQUIREMENT

Manure, compost/compost tea and other by-products must be purchased or selected and received with knowledge of origin and handling.

PROCEDURES:

- ☐ The person responsible does NOT purchase or use sewage sludge on any production site intended for product production even in rotational years
- ☐ When purchasing or selecting manure or other by-products from a supplier (e.g., company, self, neighbour), the person responsible is aware of the type (e.g., cattle, horse or hog manure; culls; seafood waste) and its origin [i.e., produced under conditions that are not a source of chemical (e.g., heavy metals) or physical (e.g., glass) contamination]
- ☐ The person responsible receives only the manure and other by-products that were purchased or selected

Purchased Compost/Compost Tea *(If not applicable, proceed to the next sub-section: Compost/Compost Tea Produced On-Site)*

- ☐ The person responsible purchases compost/compost tea from a supplier and is aware of origin [i.e., produced under conditions that are not a source of biological (e.g., pathogens), chemical (e.g., heavy metals) or physical (glass) contamination] and requests a letter of assurance

- ! ☐ The person responsible receives only compost/compost tea that was purchased along with the letter of assurance (one letter per supplier per season) (File under Tab: Letters of Assurance/Certificates)

Compost/Compost Tea Produced On-Site *(If not applicable, proceed to Section 4.2: Application)*

- ☐ The person responsible produces compost/compost tea under conditions that are not a source of biological (e.g., pathogens), chemical (e.g., heavy metals) or physical (glass) contamination, and records the composting procedure (See *Appendix C: Composting Livestock Manure – An Example and Compost Tea Information*)
- ! ☐ The person responsible receives only the compost/compost tea that was produced following a completed composting procedure. (File procedures/records under Tab: Letters of Assurance/Certificates)

4.2 Application

REQUIREMENT	<i>Manure and compost/compost tea must be spread at the appropriate time to minimize contamination of product.</i>
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PROCEDURES:

- The person responsible spreads:
 - ! ☐ Manure only when the interval between application and harvest is greater than 120 days
 - ☐ Compost/compost tea (at any time)
- ! ☐ The person responsible records manure, compost/compost tea and other by-products (except cover crops/green manure) application details on Form (H2) Agronomic Inputs (Other) OR _____

4.3 Storage

- ☐ Manure is stored on the premises
- ☐ Compost/compost tea is stored on the premises
- ☐ Other by-products are stored on the premises

*If **ANY** of the above circles has been checked off, proceed below.*

If not, proceed to Section 5: Mulch and Row Cover Materials.

REQUIREMENT	<i>Manure, compost/compost tea and other by-products must be stored in designated areas.</i>
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PROCEDURES:

- ☐ The person responsible stores manure, compost/compost tea and other by-products separate from each other, product, packaging materials, fuels, oils, chemicals and cleaning agents
- ☐ The person responsible stores manure and other by-products away from water sources
- ☐ The person responsible stores manure and compost/compost tea in a location where drifting or leaching will not be a source of contamination to product, OR in a way that protects from leaching or drifting (e.g., tarped, lagoon, barrier, etc.)

Confirmation/Update Log:

Date						
Initials						

5. Mulch and Row Cover Materials

Forms Required

H2

RATIONALE:

Product may become contaminated if mulch and row cover materials are inappropriately used, handled or stored.

- ☐ Mulch material is used on the premises
- ☐ Row cover material is used on the premises

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 6: Agricultural Chemicals.*

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

5.1 Purchasing and Receiving

REQUIREMENT

Mulch and row cover materials must be acquired with knowledge of origin and handling.

PROCEDURES:

- ☐ When purchasing or selecting mulch and row cover materials from a supplier (e.g., self, neighbour, company), the person responsible has knowledge of its origin [i.e., materials that are appropriate for intended use (e.g., from a reputable supplier, clean, free of excrement, heavy metals, glass, metal, wood preservatives, agricultural chemicals, etc.)]
- ☐ The person responsible receives only the mulch and row cover materials that were purchased or selected

5.2 Application

REQUIREMENT

Application of mulch and row cover materials must be recorded.

PROCEDURES:

FOR ALL COMMODITIES EXCEPT FOR BULB AND ROOT VEGETABLES *(If not applicable, proceed to Section 5.3: Storage)*

- ☐ The person responsible records mulch and row cover material applications (except plastic) on Form (H2) Agronomic Inputs (Other) OR _____

5.3 Storage

- ☐ Mulch material is stored on the premises
- ☐ Row cover material is stored on the premises

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 6: Agricultural Chemicals.*

REQUIREMENT

Mulch and row cover materials must be stored in designated areas.

PROCEDURES:

- ☐ The person responsible stores mulch and row cover materials (including reused plastic mulch and row covers) separate from product, packaging materials, manure, fuels, oils, chemicals and cleaning agents

Confirmation/Update Log:

Date						
Initials						

6. Agricultural Chemicals

Forms Required

A, H1, H3, P1

RATIONALE:

Production of safe products requires a non-contaminated environment. The inappropriate use, handling and storage of agricultural chemicals may result in a chemical hazard. The use of agricultural chemicals for drenching of product prior to storage is included in this section. Prevailing legislation (e.g., federal, provincial, state or local regulations) must be adhered to.

- ☐ Agricultural chemicals are used on the premises
- ☐ Product is destined for export markets

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 7: Agricultural Water.*

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”

6.1 Purchasing and Receiving

REQUIREMENT

Agricultural chemicals of the appropriate type must be purchased and received to minimize chemical contamination of product.

PROCEDURES:

- ☐ The person responsible purchases agricultural chemicals registered for use on the applicable product in the country where it is grown, or permitted in Canada under the Own Use Import Program or the Grower Requested Own Use (GROU) Program, or permitted under comparable programs in other countries where product is grown
- ☐ The person responsible purchases agricultural chemicals from licensed dealers
- ! ● The person responsible receives:
 - ! ☐ Only the agricultural chemicals that were purchased
 - ! ☐ Containers that are not damaged
 - ! ☐ Containers that are clearly and properly labelled and legible (name of product, active ingredient(s), concentration, PCP#, manufacturer's name, address and contact information and instructions for use are on the label)
 - ! ☐ A receipt and signs the receipt (File under tab: Letters of Assurance/Certificates) OR _____)

6.2 Application

REQUIREMENT

Agricultural chemicals must be applied by the appropriate person, following label instructions.

PROCEDURES:

- ! ☐ Applicator follows prevailing legislation (e.g., provincial regulations) AND has completed formal training (e.g., online course, self-study course with materials and successful completion of exam, etc.) (File under Tab: Letters of Assurance/Certificates)
- ! ☐ The person responsible applies agricultural chemicals that are registered for use on the applicable product in the country where it is grown and not in excess of label recommendations and directions
- ! ☐ When agricultural chemicals are applied to the production site, the person responsible completes Form (H1) Agronomic Inputs (Agricultural Chemicals) OR _____

Note: In Canada, PMRA considers a PHI of 1 day as 24 hours, a PHI of two days as 48 hours etc. Therefore, if you are planning to harvest quickly, record the time the application occurred in order to ensure the appropriate amount of time has elapsed.

FOR POTATOES	FOR TREE AND VINE FRUIT
<ul style="list-style-type: none">! <input type="checkbox"/> When agricultural chemicals are applied to commodity starter products, the person responsible completes Form (H1) Agronomic Inputs (Agricultural Chemicals) OR _____! <input type="checkbox"/> When agricultural chemicals are applied during storage, the person responsible completes Form (P1) Harvesting and Storing Potatoes OR _____! <input type="checkbox"/> When agricultural chemicals are applied during packing, the person responsible completes Form (H3) Agricultural Chemical Application (During Packing) OR _____ <p>Note: In Canada, PMRA considers a PHI of 1 day as 24 hours, a PHI of two days as 48 hours etc. Therefore, if you are planning to harvest quickly record the time the application occurred in order to ensure the appropriate amount of time has elapsed.</p>	<ul style="list-style-type: none">! <input type="checkbox"/> When agricultural chemicals are applied (e.g., drenching) before holding and/or storage (e.g., DPA), the person responsible completes Form (H1) Agronomic Inputs (Agricultural Chemicals) OR _____ <p>Note: See Section 15 Water (for Fluming and Cleaning) for requirements for water used during drenching and Section 20.3 Drenching</p> <p>Note: In Canada, PMRA considers a PHI of 1 day as 24 hours, a PHI of two days as 48 hours etc. Therefore, if you are planning to harvest quickly record the time the application occurred in order to ensure the appropriate amount of time has elapsed.</p>

FOR ALL COMMODITIES

- ☐ The person responsible for the application of agricultural chemicals communicates with the person responsible for selling their product (e.g., packer, wholesaler, broker) and determines if the product is exported or not
- ☐ The person responsible for selling the product (e.g., packer, wholesaler, broker) determines whether the product is exported, and if so, communicates with the person responsible for the application of agricultural chemicals

If product is exported continue below. If product is not exported continue to Section 6.3 Storage.

PRODUCT DESTINED FOR EXPORT MARKETS: *(Note: both the applicator of the agricultural chemicals and/or the exporter of the product would be the person responsible below).*

- The person responsible ensures that agricultural chemical residues on product do not exceed the published Maximum Residue Limits (MRL) in the destination market. Person responsible:
 - ☐ Has information (e.g., registration for the specific product, product labels, Maximum Residue Limits, banned lists, etc.) for agricultural chemicals in destination market(s)
 - ☐ Ensures only chemicals approved for use in the destination market(s) are used
 - ☐ Ensures chemical applications and application rates for target pests and diseases comply with label recommendations applicable to the destination market(s)
 - ☐ Ensures the timing between chemical application and harvest complies with the approved harvest interval in the destination market(s)
 - ☐ For those whose customers require agricultural chemical residue testing: Annually - conducts agricultural chemical residue testing of market product using an accredited lab where analyses are performed to standards equivalent to ISO 17025, or participates in a third party agricultural chemical residue monitoring system which is traceable to the farm

Refer to Appendix Q: Documentation Requirements on Agricultural Chemicals for Exported Product.

Note: *Refer to Section 8.2: Use, Cleaning, Maintenance, Repair and Inspection for rinsing and flushing application equipment. Further pest control product information is available on the Pest Management and Regulatory Agency (PMRA) web site (<https://www.canada.ca/en/health-canada/corporate/about-health-canada/branches-agencies/pest-management-regulatory-agency.html>) and/or from the manufacturer.*

6.3 Storage

- Agricultural chemicals are stored, *proceed below.*
If not, proceed to Section 7: Agricultural Water.

REQUIREMENT	<i>Agricultural chemicals must be stored in designated areas and under the proper conditions.</i>
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PROCEDURES:

- ! ☐ Annually – The person responsible records where agricultural chemicals are stored on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____
- ! ● Agricultural chemicals are stored:
 - ! ☐ In an area dedicated only to agricultural chemicals and commercial fertilizers. Contained fertilizers (e.g., bag, jug, tote) may be stored in the chemical storage except where prohibited by prevailing legislation (e.g., provincial regulations). Fertilizers must be stored in a designated area separate from agricultural chemicals
 - ! ☐ In a clearly identified location (i.e., sign on door)
 - ! ☐ In a locked location
 - ! ☐ In a covered, clean and dry location that is temperature appropriate (e.g., to prevent chemicals from freezing)
 - ☐ With labels/identification intact and legible (name of product, active ingredient(s), concentration, PCP#, manufacturer's name and address are on the label; the

manufacturer's contact information and the instructions for use do not need to be on the label but are readily available)

- ☐ In a manner that maintains the integrity of the container and prevents leakage (e.g., closed bag, in a container, with a lid)

Note: Refer to Section 10.2: Storage and Disposal of Empty Agricultural Chemical Containers.

Confirmation/Update Log:

Date						
Initials						

7. Agricultural Water

Forms Required

A, I

RATIONALE:

Agricultural water is an essential element used for multiple purposes in the production of horticultural products. However, water may also be a source of biological or chemical contamination. The risk of contamination is dependent on the quality of the agricultural water source and the way in which it is stored and used to irrigate crops (e.g., drip, overhead, sprinkler, trickle).

- Agricultural water is used on the premises, *proceed below.*
If not, proceed to Section 8: Equipment.
- All sources of agricultural water are municipal (and these are NOT stored).
If so, proceed to Section 8: Equipment.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

7.1 Source Assessment

REQUIREMENT

Each agricultural water source must be identified, potential hazards must be assessed and preventative measures and/or corrective actions must be taken (when necessary).

Note: *EACH water source used for irrigation and agricultural chemical or commercial fertilizer applications (e.g., overhead, spray, drip, trickle, furrow) must be assessed (e.g., ponds, streams, lakes, rivers, canals, creeks, springs, cisterns, reservoirs, ground, tertiary water).*

PROCEDURES:

- ☐ The person responsible does NOT use untreated sewage water
- ☐ If purchasing or selecting tertiary water, the person responsible purchases or selects it following prevailing legislation (e.g., provincial regulations)
- ☐ If an abnormal event occurs to cause contamination of the water source (e.g., publicly announced breach of sewage system, chemical leakage), the person responsible does not spray or irrigate from that source
- Annually – The person responsible assesses all of the following potential hazards for each agricultural water source:
 - ☐ Unusually high levels of wild animal and bird activity (e.g., migratory paths, nesting or watering areas)
 - ☐ Access by livestock, domestic animals and birds
 - ☐ Recreational use (e.g., swimming area)
 - ☐ Upstream contamination sources
 - ☐ Runoff or spills from agricultural chemicals, oil, fuel, manure, etc.
 - ☐ Contamination in pipes
 - ☐ Working condition of the well (e.g., seals and well casings fit tightly, pump functioning)
 - ☐ Leaching of sunken wells by overland flooding

- ☐ Storage of irrigation pipes where they could become contaminated by manure, pests or agricultural chemicals

Refer to the following to help with the assessment:

- *There is a high risk of contamination associated with using poor quality agricultural water on product*
- *If the agricultural water is potable then there may be no risk from the source itself*
- *Drip or trickle irrigation methods **may** reduce the risk of contamination because the water is less likely to come into direct contact with the edible portion of the product*
- *Water quality varies depending on the water source. The chart below is provided to help in the assessment of risk associated with their different water sources*

Water Source	Level of Risk
Municipal Water	Lowest
Well Water and Tertiary Water	Low
Pond/Reservoir/Dugout Fed by Groundwater (springs/wells) or Rainwater	Moderate
Lake	Medium
Pond/Dugout Fed by Stream, Ditch or Run-Off	High
River, Stream, Creek, Canal, Flooding	Highest

- *Water testing conducted early in the irrigation season may be used as an indicator of the risk associated with different water sources*
- *Water testing may provide evidence of (or increase) due diligence*
- *It is strongly recommended that agricultural water sources are tested. The test will provide a general idea of the quality of the water and help to determine if possible contamination is present. Water would be tested for Total Coliforms and E. coli using an accredited lab where analyses are performed to standards equivalent to ISO 17025. See Appendix G: Water Testing for examples of how to take a sample, where to take it and how to interpret the results*

Note: *You may refer to the chart provided in Appendix K: Agricultural Water Source Assessment to help with your assessment (and for preventative measures/corrective actions).*

- ☐ After assessing the source, if the person responsible determines that it may be contaminated an alternate water source is used (if available)
- If no other water source(s) are available, **corrective actions are required**. The following are some options (*check those that apply*):
 - ☐ Construct barriers (e.g., fences, ditches, storage pits)
 - ☐ Control runoff with sod strips, grass waterways, vegetative buffers, etc.
 - ☐ Level ground to prevent runoff
 - ☐ Spread manure during dry weather or incorporate manure within 24 hours of spreading
 - ☐ Leave a manure-free protective strip at least 10 m wide around surface water sources
 - ☐ Ensure all equipment is well-maintained
 - ☐ Ensure equipment is not cleaned, maintained or drained where the water source may become contaminated
 - ☐ Ensure proper operation of sewer/septic system
 - ☐ Install aeration or filtration systems
 - ☐ Follow expert advice
 - ☐ Irrigate in the morning to increase rapid drying and reduce pathogen survival with ultra violet light
 - ☐ Allow as long a period as possible between irrigating and harvest

- ☐ Retest water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025. See *Appendix G: Water Testing*
- ☐ Does not irrigate
- **Preventative measures are also required to reduce the risk of contamination in the water source.** The following are some options (*check those that apply*):
 - ☐ Construct barriers (e.g., fences, ditches, storage pits)
 - ☐ Control runoff with sod strips, grass waterways, vegetative buffers, etc.
 - ☐ Level ground to prevent runoff
 - ☐ Spread manure during dry weather or incorporate manure within 24 hours of spreading
 - ☐ Leave a manure-free protective strip at least 10 m wide around surface water sources
 - ☐ Ensure all equipment is well-maintained
 - ☐ Ensure equipment is not cleaned, maintained or drained where the water source may become contaminated
 - ☐ Ensure proper operation of sewer/septic system
 - ☐ Install aeration or filtration systems
 - ☐ Follow expert advice
 - ☐ Irrigate in the morning to increase rapid drying and reduce pathogen survival with ultra violet light
 - ☐ Allow as long a period as possible between irrigating and harvest
 - ☐ Test water for chemicals if you know of a particular problem (e.g., agricultural chemical spill where you know what chemical was spilled) and if the test is available
 - ☐ Test water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025. See *Appendix G: Water Testing*
 - ☐ Does not irrigate

7.2 Storage

- Agricultural water is stored, *proceed below.*
If not, *proceed to Section 8: Equipment.*

REQUIREMENT	<i>Tanks, containers or cisterns used to store agricultural water must not be a source of contamination to water or product.</i>
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PROCEDURES:

- ☐ Annually - The person responsible records location of water storage tank/container/cistern on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____
- Prior to first use (in a season) – The person responsible:
 - ☐ Cleans the tank, container or cistern used to store water (e.g., power washes, sanitizer) and records the cleaning on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

AND

 - ☐ Follows instructions in *Appendix H: Cleaning and Treating Cisterns – An Example* OR other written instructions (_____)

OR

 - ☐ Tests water using an accredited lab where analyses are performed to standards equivalent to ISO 17025 (File under Tab: Test Results) See *Appendix G: Water Testing*

- ☐ The person responsible ensures the tank, container or cistern has a lid, is free from rust and is closed when not in use

Confirmation/Update Log:

Date						
Initials						

8. Equipment

RATIONALE:

A good agricultural practice is to clean and maintain production site, packinghouse and storage equipment to reduce the potential for biological, chemical (residues) and physical (e.g., metal, glass, plastic, wood) contamination. The appropriate cleaning methods and materials will depend on the type of equipment and the nature of the product. Procedures may include the removal of debris from equipment surfaces, application of soaps/detergents, scrubbing/friction, rinsing with water, and where, appropriate, disinfection/sanitization. When required, equipment must be calibrated to ensure accurate application and delivery.

- ☐ Production site equipment is used on the premises
- ☐ Building equipment is used on the premises

*If ANY of the above circles has been checked off, proceed below.
If not, proceed to Section 9: Cleaning and Maintenance Materials.*

IMPORTANT NOTE	It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.
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8.1 Purchasing, Receiving and Installation

Note: This section includes both new and current equipment.

REQUIREMENT	Equipment must be purchased or built so that its design, construction and installation are not a source of contamination to product.
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PROCEDURES:

Production Site Equipment (includes trailers, wagons, etc. used for field packing market product)

- ☐ The person responsible ensures that calibration instructions are received with equipment or are written based on expert recommendations and made available (File under Tab: Calibration Instructions OR _____). Refer to *Appendix E: Agricultural Chemical Application Equipment Calibration - An Example* for further information
- The person responsible ensures that design and construction of production site equipment (e.g., knives, tines, prongs, cutting blade/picking head of the harvester, cultivator/sprayer panels that touch product, field-packing equipment surfaces), will not be a source of contamination to the product, and:
 - ☐ Have food contact surfaces that are easy to clean
 - ☐ Are easily accessible for cleaning and maintenance
- ☐ The person responsible receives only the equipment that was purchased or selected

Building Equipment

- ☐ Annually – The person responsible records where equipment is located/installed on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____
- ☐ The person responsible ensures that calibration instructions are received with equipment or are written based on expert recommendations and made available (File under Tab: Calibration Instructions OR _____) (e.g., for scales to weigh chemicals, water treatment equipment)
- The person responsible ensures that design and construction of building equipment (e.g., packing, sorting, grading, repacking and cutting surfaces, knives), will not be a source of contamination to product, and:
 - ☐ Have food contact surfaces that are easy to clean
 - ☐ Are easily accessible for cleaning and maintenance
 - ☐ Are made of non-porous surfaces (e.g., metal, stainless steel, hard plastic material, puckboard, rubber) (except for pallets)
 - ☐ Are equipped with shatterproof lights (if applicable), or are covered (e.g., prevent glass from falling onto product or packaging material) (e.g., packing line, forklift, bin pilers)
- ☐ The person responsible receives only the equipment that was purchased or selected
- ☐ When installing equipment (e.g., the packing line), the person responsible ensures that the equipment is installed with sufficient space between walls, floors and other equipment to allow easy access for cleaning and maintenance
- The person responsible ensures that:
 - ☐ If catwalks are located above packing lines or areas where market product is handled or stored, or where market ready packaging materials are handled or stored, they are protected and have kick plates and solid floors (e.g., rubber mats) to prevent contamination of product
 - ☐ Barriers are in place to eliminate unauthorized access to equipment (e.g., walls, doors, ropes, signs) *Refer to Section 13.1: Visitor Protocols*

8.2 Use, Cleaning, Maintenance, Repair and Inspection

REQUIREMENT
<i>Equipment use must not contribute to the contamination of product. Equipment must be properly cleaned, have planned maintenance, and be repaired and inspected.</i>

PROCEDURES:

Production Site Equipment

- ☐ Equipment is not used (whether in use or not) for livestock/poultry slaughter or meat processing activities
- ☐ Before each use of production site equipment, the person responsible conducts a general inspection and ensures the equipment does not contribute to the contamination of product (e.g., checks for leaks, broken, corroded or damaged parts, cleanliness)

- ! ☐ Weekly (at a minimum when in use) – The person responsible inspects equipment (e.g. harvester, conveyors, tables) for proper functioning (e.g., checks for faulty or loose parts) and performs maintenance as needed. The results of the inspection are recorded on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

FOR ASPARAGUS, SWEET CORN, AND LEGUMES AND FRUITING VEGETABLES, SMALL FRUIT LEAFY VEGETABLES AND CRUCIFERAE AND TREE AND VINE FRUIT

- ! • Weekly (at a minimum when in use) – The person responsible ensures that production site equipment (EXCEPT FOR LADDERS – annual cleaning) (e.g., mechanical harvester blade, conveyer belt) is clean by *(choose at least one of the following options)*:

Cleaning Procedure

- ☐ Washing with (choose at least one of the following options):
- ☐ Water and friction (e.g. pressure wash, wiping, scrubbing)
 - ☐ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
 - ☐ Water and soap

AND/OR

- ☐ Dry cleaning (e.g., broom, brushes, air)

- ☐ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment - An Example, for examples of chlorine solutions for equipment cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example*)]:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for equipment cleaning.]

- ! ☐ Weekly - The person responsible records cleaning of equipment on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

FOR POTATOES AND BULB AND ROOT VEGETABLES

- ! • Annually (before use) – The person responsible ensures that production site equipment (e.g., mechanical harvester blade, conveyer belt) is clean by *(choose at least one of the following options)*:

Cleaning Procedure

- ☐ Washing with (choose at least one of the following options):
 - ☐ Water and friction (e.g. pressure wash, wiping, scrubbing)
 - ☐ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
 - ☐ Water and soap

AND/OR

- ☐ Dry cleaning (e.g., broom, brushes, air)

- ☐ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment - An Example, for examples of chlorine solutions for equipment cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example*)]:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for equipment cleaning.]

- ! ☐ Annually - The person responsible records cleaning of equipment on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

FOR ALL COMMODITIES

- ☐ Hand-held cutting and trimming tools that come into direct contact with product are inspected daily when in use for damaged or broken tips. If knives are damaged or broken then corrective action is taken (*Refer to Section 23. Deviations and Corrective Actions*).

- Hand-held cutting and trimming tools that come into direct contact with product are cleaned:
 - ☐ Daily before use
 - ☐ Using water with friction; water and soap; or a sanitary dip that is changed before use [e.g., quaternary ammonium, chlorine (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example, for examples of chlorine concentrations for sanitary dips*)] OR (*describe cleaning procedure:*)

- ! ☐ Daily – The person responsible records cleaning of hand-held cutting and trimming tools in direct contact with product on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

- ☐ Knives are not retractable (e.g., boxboard cutters, retractable utility knives)

- Cloths used for wiping product are:
 - ☐ laundered daily by the operation
 - ☐ used for only one commodity at a time
 - ☐ dedicated only for wiping product (e.g., not for other cleaning purposes, drying hands, etc.)

- ☐ If compressed air is used in direct contact with product or food contact surfaces, the person responsible maintains compressed air equipment as per manufacturer's instructions or according to a written procedure based on expert recommendations (File under Tab: Other Procedures OR _____).

- ☐ Scales are cleaned between uses if the same scale is used to weigh product and agricultural chemicals

- Hoses for potable water uses are/have:
 - ☐ Ends that are kept up off the ground
 - ☐ Stored in a way that prevents contamination
 - ☐ Flushed out before EACH use

- ! ☐ Agricultural chemical application equipment is rinsed or flushed according to label instructions when applying agricultural chemicals (e.g., on a crop for which the previous chemical used is not registered)
- ☐ Agricultural chemical application equipment is NOT cleaned, used for mixing, maintained, rinsed or flushed where water source(s) or the production site may become contaminated
- ☐ Backflow prevention devices or other methods that do not present a risk of contamination are used when filling agricultural chemical application equipment to prevent backflow of agricultural chemicals into water sources or production site (*refer to Appendix O: Examples of Backflow Prevention During Mixing of Agricultural Chemicals*)

Building Equipment (including equipment within open-air, temporary packing/repacking structures)

- ☐ Equipment is not used (whether in use or not) for livestock/poultry slaughter or meat processing activities
- ☐ Before each use (EXCEPT FOR SMALL FRUIT, POTATOES AND TREE AND VINE FRUIT – before initial use) of building equipment, the person responsible conducts a general inspection and ensures the equipment does not contribute to the contamination of product (e.g., checks for leaks, broken, loose, corroded or damaged parts, chipping paint, rust, rotting wood, cleanliness)
- !** ☐ Weekly (at a minimum when in use) – The person responsible inspects equipment (e.g., grading table, packing/repacking line, buncher, baggers) for proper functioning (e.g., checks for faulty or loose parts) and performs maintenance as needed. The results of the inspection are recorded on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

- !** ☐ Weekly (at a minimum when in use) – The person responsible ensures that building equipment is clean by:

Cleaning Procedure (choose at least one of the following options):

- ☐ Washing with (choose at least one of the following options):
 - ☐ Water with friction (e.g. pressure wash, wiping, scrubbing)
 - ☐ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
 - ☐ Water and soap

AND/OR

- ☐ Dry cleaning (e.g., broom, brushes, air)

- ☐ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example* for examples of chlorine solutions for equipment cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example)]:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for equipment cleaning.]

! ☐ Weekly – The person responsible records cleaning of equipment on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

☐ Knives are not retractable (e.g., boxboard cutters, retractable utility knives)

● Cloths used for wiping product are:

- ☐ laundered daily by the operation
- ☐ used for only one commodity at a time
- ☐ dedicated only for wiping product (e.g., not for other cleaning purposes, drying hands, etc.)

☐ If compressed air is used in direct contact with product or food contact surfaces, the person responsible maintains compressed air equipment as per manufacturer's instructions or according to a written procedure based on expert recommendations (File under Tab: Other Procedures OR _____).

☐ Scales are cleaned between uses if the same scale is used to weigh product and agricultural chemicals

● Hoses for potable water uses are/have:

- ☐ Ends that are kept up off the ground
- ☐ Stored in a way that prevents contamination
- ☐ Flushed out before EACH use

☐ Hand-held cutting and trimming tools that come into direct contact with product are inspected daily when in use for damaged or broken tips. If knives are damaged or broken then corrective action is taken (*Refer to Section 23. Deviations and Corrective Actions*).

● Hand-held cutting and trimming tools that come into direct contact with product are cleaned:

- ☐ Daily before use
- ☐ Using water with friction; water and soap, or a sanitary dip that is changed before use [e.g., quaternary ammonium, chlorine (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example for examples of chlorine concentrations for sanitary dips*)] OR (*describe cleaning procedure:*)

! ☐ Daily – The person responsible records cleaning of hand-held cutting and trimming tools in direct contact with product on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

8.3 Calibration

REQUIREMENT	<i>An effective calibration program must be followed for all equipment requiring calibration.</i>
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PROCEDURES:

Production Site Equipment

- ☐ At the start of the season, when inspection results indicate a need, when equipment is changed and/or if tractor speeds are adjusted, the person responsible calibrates production site equipment as per calibration procedures.
- The person responsible calibrates the following production site equipment (*check all that apply; if not applicable, proceed to the next sub-section: Building Equipment*):
 - ! ☐ Agricultural chemical applicator (e.g., all sets of sprayer nozzles, seed treaters, granular/liquid applicator, etc.)
 - ☐ Spreader (e.g., manure, fertilizer)
 - ☐ Scales (if used to weigh agricultural chemicals)
- ☐ The person responsible records detailed results of the calibration for agricultural chemical applicators (File under Tab: Calibration Instructions).
- ! ☐ The person responsible records the calibration activity on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

Building Equipment

- ! ☐ At the start of the season, or when inspection results indicate a need, or when key components are replaced (e.g., belts or sprockets are changed), the person responsible calibrates the equipment as per calibration procedures
- ! • The person responsible calibrates the following building equipment (*check all that apply; if not applicable, proceed to Section 8.4: Storage*):
 - ! ☐ Chlorinator
 - ! ☐ pH meter (if used to verify water treatment)
 - ! ☐ ORP meter (if used to verify water treatment)
 - ! ☐ Scales (if used to weigh agricultural chemicals)
 - ☐ Other (*specify*): _____

FOR TOMATOES AND APPLES ONLY
<ul style="list-style-type: none">• The person responsible calibrates the following building equipment<ul style="list-style-type: none"><input type="checkbox"/> Thermometers (if used to verify internal temperature of product and water)

- ! ☐ The person responsible records the calibration activity on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

FOR ALL COMMODITIES

8.4 Storage

REQUIREMENT	<i>Equipment must be stored in designated area(s) so that it will not contribute to the contamination of product.</i>
--------------------	---

PROCEDURES:

- ☐ The person responsible stores production site equipment (when not in use) separate from product, water sources, market ready packaging materials and other sources of potential contamination
- ☐ The person responsible stores building equipment (when not in use) in a manner that prevents leakage of fuel, oil, gases, etc. from equipment coming into contact with product, water sources and market ready packaging materials

Confirmation/Update Log:

Date						
Initials						

9. Cleaning and Maintenance Materials

Forms Required

N/A

RATIONALE:

Cleaning and maintenance materials can be a source of chemical and physical contamination if the proper materials and procedures are not used.

- ☐ Cleaning materials are used on the premises
- ☐ Maintenance materials are used on the premises

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 10: Waste Management.*

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

9.1 Purchasing and Receiving

REQUIREMENT

Cleaning and maintenance materials must be properly purchased/selected and received to ensure the appropriate type for use.

PROCEDURES:

- ☐ When purchasing or selecting cleaning and maintenance materials (including materials used on food contact surfaces), the person responsible purchases or selects materials that were manufactured with ingredients that are appropriate for their intended use
- ☐ The person responsible receives only the cleaning and maintenance materials that were purchased or selected and verifies that the label contains the name of product, active ingredient(s), concentration and the manufacturer's name and address; the manufacturer's contact information and the instructions for use do not need to be on the label but are readily available

Note: *For materials, refer to Appendix D: Reference Lists: Packaging Materials, Inks, Lubricants, Maintenance Materials, Sanitizers, Water Treatment Aids and Food and Incidental Additives.*

9.2 Use

REQUIREMENT

Cleaning and maintenance materials must be used so as not to be a source of contamination to product.

- When using cleaning and maintenance materials, the person responsible:
 - ☐ Mixes materials by following the instructions for use and the concentration guidelines
 - ☐ Uses the appropriate material for its intended use
 - ☐ Follows the instructions for use during the application process

Note: Refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment - An Example, for examples and information on using chlorine to sanitize equipment.

9.3 Storage

REQUIREMENT	Cleaning and maintenance materials must be stored in designated areas and under proper conditions.
--------------------	--

- The person responsible stores cleaning and maintenance materials:
 - ☐ Separate from product, equipment, waste, agricultural chemicals and market ready packaging materials
 - ☐ In a clean and dry location
 - ☐ With labels/identification intact and legible [name of product, active ingredient(s), concentration and the manufacturer's name and address are on the label; the manufacturer's contact information and the instructions for use do not need to be on the label but are readily available]
 - ☐ In a manner that maintains the integrity of the container/contents and prevents leakage (e.g., closed bag, in a closed container, with a lid)

Confirmation/Update Log:

Date						
Initials						

10. Waste Management

Forms Required

N/A

RATIONALE:

Proper waste management is required to prevent biological, chemical or physical contamination of your premises (e.g., culls left to rot in a pile near a building can attract pests).

- ☐ Waste is on the premises

If the above circle has been checked off, proceed below.

If not, proceed to Section 11: Personal Hygiene Facilities.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

10.1 Storage and Disposal of Garbage, Recyclables and Compostable Waste

REQUIREMENT

Areas for garbage, recyclables and compostable waste (when applicable) must be identified, and all waste must be stored and disposed of in a manner to minimize contamination.

PROCEDURES:

- The person responsible provides dedicated containers for waste that are:
 - ☐ In the appropriate areas/rooms (e.g., lunchroom, washroom, packinghouse, production site, storage)
 - ☐ Separate from product, water sources and market ready packaging materials
 - ☐ Designated or labelled for each applicable type of waste (i.e., garbage, recyclables, compost, etc.)
 - ☐ Covered where pest or animal intrusion may be a problem
 - ☐ Of sufficient quantity and size
 - ☐ Cleaned thoroughly at least monthly (e.g., pressure washed, scrubbed, change plastic liners) in an area separate from product and market ready packaging materials
- ☐ The person responsible disposes of waste as soon as the container is full (or before) or as frequently as required to avoid attracting pests (e.g., flies, rodents)

10.2 Storage and Disposal of Empty Agricultural Chemical Containers

REQUIREMENT

Empty agricultural chemical containers must be stored and disposed of in a manner that minimizes the potential for chemical contamination of product and the premises.

PROCEDURES:

- ☐ The person responsible does not reuse empty agricultural chemical containers for any purpose
- ☐ The person responsible triple rinses containers and empties the rinsate into the applicator tank
- The person responsible stores empty agricultural chemical containers:
 - ☐ Separate from product, water sources and market ready packaging materials
 - ☐ In a designated or labelled area/container
- ☐ The person responsible disposes of empty agricultural chemical containers by following prevailing legislation (e.g., federal, provincial, state or local regulations) for disposal of empty containers

10.3 Disposal of Production Wastewater and Waste from Toilets and Hand Washing Facilities

REQUIREMENT

Production wastewater and waste from toilets and hand washing facilities must be disposed of in a manner that minimizes biological and chemical contamination of product, water sources and the premises.

PROCEDURES:

- ☐ The person responsible does not dispose of waste from toilets and hand washing facilities in the production site
- ☐ The person responsible disposes of waste from toilets in a manner that prevents contamination of packaging materials, product, water sources, compost and other by-products
- The person responsible disposes of waste from toilets (*choose at least one of the following*):
 - ☐ Into a septic system or municipal sewer system
 - ☐ By contracting with a portable toilet company or cleaning service
 - ☐ Other (specify where and how waste is disposed of):

Describe: _____

- ☐ The person responsible disposes of waste from hand washing facilities in a manner that prevents contamination of packaging materials, product, water sources, compost and other by-products
- The person responsible disposes of waste from hand washing facilities (*choose at least one of the following*):
 - ☐ Into a septic system or municipal sewer system
 - ☐ By contracting with a portable toilet company or cleaning service
 - ☐ Other (specify where and how waste is disposed of):

Describe: _____

- ☐ The person responsible disposes of production wastewater in a manner that prevents contamination of packaging materials, product, water sources, compost and other by-products
- ☐ The person responsible disposes of production wastewater by (*specify where and how wastewater is disposed of*):

Describe: _____

Confirmation/Update Log:

Date						
Initials						

11. Personal Hygiene Facilities

Forms Required

A, J

RATIONALE:

Humans may be a source of biological contamination (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7) especially if unable to properly wash their hands. Therefore, it is important to provide personal hygiene facilities and to keep them well maintained.

- ☐ Operation includes production site(s)
- ☐ Operation includes packing/repacking and/or product storage

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 12: Employee Training.*

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

11.1 Facilities

REQUIREMENT

Sufficient personal hygiene facilities must be available. All facilities must be accessible, properly stocked, cleaned and well-maintained.

PROCEDURES:

In the Production Site *[If not applicable, proceed to the sub-section: Packing/Repacking and/or Product Storage]*

- Washrooms are provided **FOR** production site employees and include:
 - ☐ 1 toilet per 35 employees (1 toilet per 75 employees for POTATOES ONLY and 1 toilet per 50 employees for SMALL FRUIT ONLY)
 - ☐ toilet(s) (portable and non-portable) located so as not to be a source of contamination to water sources and product
 - ☐ on-site toilets (e.g., 500 m or 5 minute walk) or accessible through transportation provided (e.g., employee vehicle)
 - ☐ fully equipped (i.e., toilet paper)
- ! ● Properly stocked hand washing facilities that are easily accessible are provided for employees **IN** the production site and include:
 - **Note:** Hand washing water stored in permanent tanks within portable washrooms is not considered potable **UNLESS**:
 - the water is tested from the tank each time the tank is filled to confirm potability, OR
 - the water is treated and tested to confirm potability is being maintained with treatment as per procedures in Section 15.3 Treatment, OR
 - the cleanliness of the tank is maintained, filling procedures are followed and the water is tested to confirm potability as per procedures in Section 15.2 Storage

Choose at least one of the following 3 options *(The items within each option are to be used ONLY in the order that they appear):*

! ☐ hot and/or cold running **potable** water (with a receptacle to collect wastewater), soap and disposable paper towels

OR

! ☐ water (with a receptacle to collect wastewater), disposable paper towels and hand sanitizer

OR

! ☐ hand wipes and hand sanitizer

AND

☐ a garbage container

☐ all hand washing facilities have hand washing signs with understandable instructions (e.g., appropriate language for employees, pictograms) *Refer to Appendix I: Hand Washing Sign Templates*

! ☐ Weekly (while in use) and daily (during the peak season) – The person responsible cleans and maintains the personal hygiene facilities and records the activity on Form (J) Cleaning and Maintenance – Personal Hygiene Facilities **OR** _____

Packing/Repacking and/or Product Storage *[If not applicable, proceed to the sub-section: Other Facilities in the Production Site and Building(s)]*

☐ Annually – The person responsible records all locations of personal hygiene facilities on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist **OR** _____

● The person responsible provides properly stocked handwashing facilities **IN** the packinghouse and **FOR** handling of market ready packaging materials and **FOR** product storage including:

- **Note:** *Hand washing water stored in permanent tanks within portable washrooms is not considered potable UNLESS:*
 - *the water is tested from the tank each time the tank is filled to confirm potability, OR*
 - *the water is treated and tested to confirm potability is being maintained with treatment as per procedures in Section 15.3 Treatment, OR*
 - *the cleanliness of the tank is maintained, filling procedures are followed and the water is tested to confirm potability as per procedures in Section 15.2 Storage*

Choose at least one of the following 3 options *(The items within each option are to be used ONLY in the order that they appear):*

! ☐ hot and/or cold running potable water (with a receptacle to collect wastewater), soap and disposable paper towels

OR

! ☐ water (with a receptacle to collect wastewater), disposable paper towels and hand sanitizer

OR

! ☐ hand wipes and hand sanitizer

AND

☐ a garbage container

☐ all hand washing facilities have hand washing signs with understandable instructions (e.g., appropriate language for employees, pictograms) *Refer to Appendix I: Hand Washing Sign Templates*

- The person responsible provides washrooms:
 - ! ☐ in the packinghouse/market ready packaging material handling building/product storage

OR

- ! ☐ in the immediate vicinity of the packinghouse/market ready packaging material handling building/ product storage (e.g., portable toilet, residence, bunkhouse)

- Washrooms include:
 - ☐ 1 toilet per 35 employees
 - ☐ Fully equipped facilities (i.e., toilet paper)
 - ☐ If the washroom is in the vicinity of the packinghouse/market ready packaging material handling building/product storage, describe where it is located: _____

- ! ☐ Weekly (while in use) and daily (during the peak season) – The person responsible cleans and maintains the personal hygiene facilities and records the activity on Form (J) Cleaning and Maintenance – Personal Hygiene Facilities OR _____

Other Facilities: In the Production Site and Building(s) (e.g., lunchroom, break area)

- The person responsible provides:
 - ☐ Fully stocked first aid kits
 - ☐ Waterproof covering for bandaged wounds on hands (e.g., rubber gloves)
- ☐ The person responsible provides a dedicated storage area for personal effects separate from product handling areas and washrooms
- ☐ The person responsible provides a dedicated lunchroom/break area separate from product handling areas
- ☐ The person responsible ensures employees remove working effects prior to entering washrooms and before breaks (e.g., reusable gloves/aprons)
- ☐ The person responsible ensures employees store working effects in a designated location separate from break areas, surfaces where food is prepared or eaten and other sources of potential contamination

Confirmation/Update Log:

Date						
Initials						

12. Employee Training

Forms Required

C, D, K

RATIONALE:

Employees must be trained on good personal hygiene practices and safe product handling to help prevent the biological, chemical and physical contamination of product. Job-specific training is also important to ensure food safety related practices are adhered to.

IMPORTANT NOTE	It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.
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12.1 Employee Training

REQUIREMENT	<i>All employees must receive training on their role in food safety, food handling, personal hygiene practices, bio-security and any other area related to food safety for their job. Senior management must demonstrate its commitment to determining and providing, in a timely manner, all the qualified resources (including suitably qualified personnel) needed to implement and improve the processes of the food safety system.</i>
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PROCEDURES:

- ☐ Responsibility for overseeing employee training is assigned to [record name here: _____], who becomes the “person responsible” below
- Annually – The person responsible uses the following Employee Personal Hygiene and Food Handling Practices Policy Forms for training (*check those that are applicable*):
 - ☐ Form (C) Employee Personal Hygiene and Food Handling Practices Policy – Production Site
 - ☐ Form (D) Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage
- The person responsible provides training:
 - ☐ To all employees at the beginning of each season
 - ☐ To new employees
 - ☐ As a refresher to reinforce good practices (i.e., as a result of non-conformances or mid-way through the season)
 - ☐ To provide feedback from an audit, or information on new techniques, new science or other technical findings
- ☐ The person responsible provides training and training materials in a language and comprehension level applicable to employee(s) (Refer to the CanadaGAP website to obtain training materials: www.canadagap.ca)
- ☐ The person responsible records employee personal hygiene, food handling practices and minor and major food safety deviations training activities and employees’ attendance on Form (K) Training Session OR _____
- ☐ The person responsible observes employees for compliance with the personal hygiene and food handling practices policy

- ☐ The person responsible trains employees on minor and major food safety deviations (*Refer to Section 23: Deviations and Crisis Management*)
- The person responsible provides job-related training to employees performing tasks that could lead to biological, chemical or physical contamination of product (*check those that are applicable*):
 - ☐ Calibration of production site equipment
 - ☐ Calibration of building equipment
 - ☐ Use of cleaning and maintenance materials (including water treatment chemicals)
 - ☐ Production site equipment cleaning and maintenance procedures (e.g., cutting and trimming tools, clippers, knives)
 - ☐ Building equipment cleaning and maintenance procedures
 - ☐ Record keeping procedures (i.e., forms applicable to job)
 - ☐ Application of agronomic inputs
 - ☐ Harvesting procedures
 - ☐ Sorting, grading, packing, repacking and wholesaling procedures
 - ☐ Allergen awareness (e.g. preventing cross contamination from allergens)
 - ☐ Purchasing/receiving/handling/storing procedures
 - ☐ Procedures for preventing cross-contamination from other non-produce activities that occur on the premises (e.g. food processing, cattle operation, etc.)
- ☐ The person responsible trains employees to touch only the sides of the ladders, not the rungs, to avoid contaminating their hands while using or carrying the ladder

12.2 Employee Illness

REQUIREMENT	<i>The person responsible must be aware of and know how to manage the risks associated with illnesses transferable to food. All employees must be informed of their role in the potential transfer of illness to food and trained to report illnesses or symptoms to their supervisor.</i>
--------------------	--

PROCEDURES:

- ☐ The person responsible abides by appropriate legislation (e.g., human rights, privacy, employment standards) and operation policies (written and verbal)
- ☐ The person responsible is aware that there are illnesses transferable to food (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7)
- ☐ The person responsible trains employees to report if they have a disease or illness transferable to food, symptoms of such a disease or illness, or an open or infected lesion
- ☐ The person responsible informs employees to see a doctor when they are ill and excludes employees with symptoms of an active infectious disease from activities that may contaminate product, packaging materials or food contact surfaces
- ☐ The person responsible is alert to signs of employee illness, and encourages those employees to seek medical attention as soon as possible

- ☐ If the person responsible is advised that an employee has an illness transferable to food (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7), advice, guidance and collaboration is sought with their local public health authority and/or other regulatory agencies (CFIA or provincial government representatives) and/or experts (e.g., food safety consultant, academic institution, etc.) to help determine when the employee can return to work and measures that can be taken (e.g., risk assessment, corrective action, preventative measures, product recall etc.) if the product was potentially contaminated (e.g., handled by ill employee, cross-contamination risks, etc.)
- ☐ The person responsible keeps all records confidential, including copies of correspondence, doctor's notes, etc. in a secure location that is not accessible to unauthorized people

Confirmation/Update Log:

Date						
Initials						

13. Visitor Policy

Forms Required

L

RATIONALE:

Restricting visitors from areas where product or market ready packaging materials are handled or stored helps to prevent contamination.

- ☐ Operation may have visitors on the premises

If the above circle has been checked off, proceed below.

If not, proceed to Section 14: Pest Program for Buildings.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

13.1 Visitor Protocols

REQUIREMENT

Visitors must adhere to protocols when on the premises so as not to be a source of contamination.

PROCEDURES:

- ☐ The person responsible determines controlled-access areas within the building(s) including areas where harvested and market product and market ready packaging materials are handled or stored, and controls access to those designated areas (e.g., puts up signs, walls). *Refer to Appendix J: Controlled Access Area Sign Templates*
- ☐ The person responsible accompanies or designates a person to accompany first time visitors entering controlled-access areas
- ☐ The person responsible ensures visitors are informed of and understand the visitor policy on Form (L) Visitor Sign-In Log OR _____
- ☐ The person responsible or designated person ensures all visitors entering controlled-access areas sign in using Form (L) Visitor Sign-In Log OR _____

13.2 U-Pick Operations

- ☐ U-pick is available on the premises, *proceed below.*
If not, proceed to Section 14: Pest Program for Buildings.

REQUIREMENT

U-pick customers must not be a source of product contamination.

PROCEDURES:

- ☐ The person responsible ensures U-pick customers have access to fully-equipped and properly stocked personal hygiene facilities (*Refer to Section 11: Personal Hygiene Facilities for requirements*)
- Before harvesting, U-pick customers are provided with instructions (verbal, written or visual):
 - ☐ To use personal hygiene facilities while in the production site
 - ☐ To wash or sanitize hands before picking
 - ☐ To harvest into clean containers

- ☐ To remain in the designated harvesting area
- ☐ To touch only the product they plan to purchase
- ☐ That pets are not allowed in the U-pick area
- ☐ To dispose of garbage in dedicated container(s)

FOR TREE AND VINE FRUIT AND SMALL FRUIT

- Before harvesting, U-pick customers are provided with instructions (verbal, written or visual):
 - ☐ To pick product only from the tree/vine/plant/bush, not product that has fallen on the ground

Confirmation/Update Log:

Date						
Initials						

14. Pest Program for Buildings

Forms Required

A, E, G, M

RATIONALE:

Pests such as rodents, birds and insects are potential sources of contamination to product as they may carry a variety of pathogens. The use of traps, chemicals, tape or bait, and monitoring these continually can be effective in controlling pests.

- ☐ Operation has building(s) on the premises

If the above circle has been checked off, proceed below.

If not, proceed to Section 15: Water (for Fluming and Cleaning).

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

14.1 Control and Monitoring

REQUIREMENT

An effective pest program must be in place for the exterior and interior of buildings to monitor and control pests.

Note: This section does not apply to stand-alone agricultural chemical storage buildings.

PROCEDURES

- ☐ The person responsible completes pest risk assessment for the interior and exterior of buildings by reviewing Sections 2.2: Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection and 2.3: Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection and Form (G) Cleaning, Maintenance and Repair of Buildings OR _____
- ☐ The person responsible prevents nesting of birds on the interior and exterior of buildings
- ☐ The person responsible does NOT allow animals, either wild or domestic (including pets), or pests (e.g., birds, rodents) in buildings
- The person responsible uses traps and ensures that:
 - ☐ They are flush against the wall
 - ☐ If using bait inside buildings, it is in a trap from which rodents cannot escape (e.g., tin cat, iron cat, ketch-all)
 - ☐ Pest control products in bait and baited traps are registered for use in the country where they are used
 - ☐ They are set, at a minimum, on the inside of each entrance (doorways) on both sides (i.e., two traps per door)

NOTE: Snap traps may be used inside buildings but cannot be baited.

- ! ☐ The person responsible adheres to a pest control and monitoring program (You **MUST** choose one of the two options listed on the following page and complete the associated sub-bullets):

! <input type="checkbox"/> Third Party Pest Program	! <input type="checkbox"/> Self-Managed Pest Program
<p>! • The person responsible hires a licensed third party pest control company to monitor buildings (when in use). The company provides the person responsible with:</p> <ul style="list-style-type: none"> ! <input type="checkbox"/> A contract/agreement/letter of assurance showing company's name and the applicator's license number ! <input type="checkbox"/> A written pest control manual detailing the procedures, pest control products used, PCP number, frequencies (minimum of once monthly) and methods used <p>! • The company ensures that:</p> <ul style="list-style-type: none"> ! <input type="checkbox"/> Bait (unless inside a trap) is not used in the interior of buildings ! <input type="checkbox"/> Bait is not in contact with product ! <input type="checkbox"/> Pest control products are registered for this use in the country where they are used and used according to label directions ! <input type="checkbox"/> All pest control devices are clearly numbered/labelled/identified ! <input type="checkbox"/> The location of building exterior and interior pest control devices is recorded and provided to the person responsible ! <input type="checkbox"/> All leftover bait, damaged traps, used glue boards and pests are disposed of in a sealed container and placed in the garbage ! <input type="checkbox"/> A record of detailed findings and suggested control measures are provided after each scheduled visit 	<p>! • The person responsible implements a self-managed pest program. The person responsible ensures that:</p> <ul style="list-style-type: none"> ! <input type="checkbox"/> Bait (unless inside a trap) is not used in the interior of buildings ! <input type="checkbox"/> Bait is not in contact with product ! <input type="checkbox"/> Pest control products are registered for this use in the country where they are used and used according to label directions ! <input type="checkbox"/> All pest control devices are clearly numbered/labelled/identified ! <input type="checkbox"/> The location of building exterior and interior pest control devices is recorded on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____ ! <input type="checkbox"/> All leftover bait, damaged traps, used glue boards and pests are disposed of in a sealed container and placed in the garbage ! <input type="checkbox"/> After handling bait, devices, or disposing of pests, proper hand washing techniques are followed ! <input type="checkbox"/> The person responsible records PCP # on Form (E) Pest Control for Buildings OR _____
<p>! <input type="checkbox"/> After each visit, the person responsible reviews the record left by the company and signs the record for confirmation of activities</p>	<p>! <input type="checkbox"/> Annually – The person responsible describes the pest program on Form (E) Pest Control for Buildings OR _____</p>
<p>! <input type="checkbox"/> The person responsible files all records under Tab: Third Party Pest Control Records OR _____</p>	<p>! <input type="checkbox"/> Monthly at a minimum (when in use) – The person responsible monitors the pest program and records findings on Form (M) Pest Monitoring for Buildings OR _____</p>
<p><input type="checkbox"/> Annually - The person responsible reviews the company's program (procedures, numbering of devices, monitoring frequency, etc.) for effectiveness</p>	<p><input type="checkbox"/> If a persistent problem, pattern or increases in pest populations is observed, the person responsible takes corrective action and/or seeks expert advice on alternative control measures</p>

14.2 Storage

- Pest control products are stored on the premises

*If the above circle has been checked off, proceed below.
If not, proceed to Section 15: Water (for Fluming and Cleaning).*

REQUIREMENT	<i>Pest control products must be stored in designated areas and under the proper conditions.</i>
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PROCEDURES:

- ! ☐ Annually – The person responsible records where pest control products are stored on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____
- The person responsible stores pest control products:
 - ☐ Separate from product and packaging materials
 - ☐ In a covered, clean and dry location if necessary
 - ☐ With labels/identification intact and legible if applicable (e.g., name of product, active ingredient(s), concentration, PCP#)
 - ☐ In a manner that maintains the integrity of the container and its contents

Confirmation/Update Log:

Date						
Initials						

15. Water (for Fluming and Cleaning)

Forms Required

A, F, N1, N2

RATIONALE:

Water may be used in an operation for a number of different reasons, using a variety of practices. It is important to assess the quality of the water as it may be a source of biological or chemical contamination. When warm products (e.g., apples, tomatoes) are submerged in cold water, water can be drawn inside the product. Water quality and temperature are important to maintain any time products such as tomatoes or apples are submerged in water because contamination inside the product cannot be washed off.

- ☐ Water is used for hydro-cooling, cooling, drenching, fluming, washing or rinsing of product (including cooling with slush/ice slurry)
- ☐ Water is used for humidity/misting etc.
- ☐ Water is used for packaging accessories
- ☐ Water is used for cleaning equipment, containers, buildings, etc.
- ☐ Water is used in personal hygiene facilities for hand washing

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 16: Ice.*

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

15.1 Water Assessment

REQUIREMENT

Water source must be identified and potential hazards assessed. The required preventative measures must also be determined and implemented to prevent biological contamination (pathogenic bacteria, parasites, viruses) and chemical contamination.

PROCEDURES:

- The person responsible never uses:
 - ☐ Untreated sewage water
 - ☐ Tertiary water
- ☐ The person responsible ensures that any system that supplies potable water is not cross-connected with any other water system, unless measures are taken to eliminate any risk of contamination to the product as a result of the cross-connection
- ☐ If an abnormal event occurs to cause contamination of water (e.g., chemical leakage, leaching of well by overland flooding, municipal boil water advisory), the person responsible does not use the water until remediation is possible to eliminate the contaminant or testing [if possible i.e. contaminant (e.g. agricultural chemical) is known and tests are available] indicates the water is safe to use
- ! ☐ Annually – By completing or updating Form (F) Water (for Fluming and Cleaning) Assessment OR _____, the person responsible:

- ! ☐ Identifies the water sources
- ! ☐ Describes the intended use of each water source
- ! ☐ Describes the method of application
- ! ☐ Assesses the potential hazards for each source considering its use
- ! ☐ Determines the appropriate action or preventative measures needed to control the hazards

To assist with the assessment, the following **MUST** be adhered to:

Note: Composite Samples may be an option for water testing. Refer to Appendix G: Water testing 4. Composite Water Samples for further information.

Note: Potable water: Water that meets the parameters under the Canadian Water Quality Guidelines for Drinking Water Quality (biological parameters are 0 Total Coliforms and 0 E. coli).

Private Well Water (If not applicable, proceed to the next sub-section: Municipal Water)

- ! ● At least twice annually (after your operation's start date) – If water is from a private well, the person responsible tests the well water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the well water is potable (File under Tab: Test Results) Refer to Appendix G: Water Testing
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
- ☐ The person responsible ensures the water sample is taken from the appropriate location (e.g., equipment, tap, storage cistern/tank/container, etc.)

Municipal Water (If not applicable, proceed to the next sub-section: Surface Water)

Note: Municipal water is assumed to be potable; therefore, it does not need to be tested **UNLESS** it is stored (Section 15.2), treated (Section 15.3), recycled/recirculated or a test is required from the equipment. Testing may not be required even under those circumstances; therefore, carefully read Section 15 in its entirety.

- ☐ If water is provided by the municipality, the person responsible receives notification if the supply becomes contaminated along with the appropriate treatment method(s)

Surface Water (If not applicable, proceed to the next sub-section: Water for Hydro-cooling, Cooling, Drenching, Fluming and Washing Product)

- ! ● If water is from a surface water source, the person responsible:
 - ! ☐ Follows a water treatment program to make it potable as per Section 15.3: Treatment below
 - ! ● At least twice annually (after your operation's start date) - tests the treated water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the treated water is potable (File under Tab: Test Results) Refer to Appendix G: Water Testing
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained

Water for Hydro-cooling, Cooling, Drenching, Fluming and Washing Product (including cooling with slush/ice slurry) [FOR ALL COMMODITIES EXCEPT FOR SMALL FRUIT and PROCESSING POTATOES (If not applicable, proceed to the next sub-section: For Melons Only)]

FOR Tree and Vine Fruit, Combined Vegetables, Potatoes (EXCEPT FOR Processing Potatoes), Broccoli, Cauliflower, Cabbage and Brussels sprouts

- ! ☐ Water used for drenching or to fill or replenish flumes, hydro-coolers, dump tanks, buckets, drums or pits is from a **potable source**
- ! ☐ Water used for fluming, washing, drenching, cooling or hydro-cooling is **kept potable** if this is the final water in contact with product (i.e., there is no final rinse) (*check only if applicable*)

FOR Leafy Vegetables and Cruciferae (EXCEPT FOR Broccoli, Cauliflower, Cabbage and Brussels sprouts)

- ! ☐ Water is **kept potable** at all times
- ☐ Water is changed daily (at a minimum) or more frequently to reduce the load of organic matter, and only **potable water** is used to fill or replenish flumes, hydro-coolers, dump tanks, buckets, drums or pits

FOR MELONS ONLY: (*if not applicable, proceed to the next sub-section: For Tomatoes and Apples Only*)

- ! ☐ If melons are washed/flumed/cooled, water is **kept potable at all times; if potable water is not available, melons are kept dry**

FOR Cantaloupes/Musk Melons ONLY

- ☐ If cantaloupes/musk melons are washed/flumed/cooled, measures are taken (e.g., controlling product through-put, minimizing depth of water, etc.) to ensure the cantaloupes/musk melons are NOT fully submerged in the water

FOR TOMATOES AND APPLES ONLY (*if not applicable, proceed to the next sub-section: For Fresh Market Potatoes Only*)

- ! ☐ If water potability is not maintained and product is immersed in water, temperature is maintained (see *Maintaining Temperature* below)

Maintaining Temperature (for tomatoes and apples only)

- ! ☐ The person responsible ensures that the product (inside core temperature) is **at least** 5.5°C or 10°F colder than the water temperature (i.e., water temperature is **at least** 5.5°C or 10°F warmer than the product) and records this activity on Form (N2) Water Temperature Control and Monitoring OR _____

Refer to Appendix L: Temperature Monitoring For Internal Product And Water Temperature and Thermometer Use – An Example for instructions on how to take the internal temperature of tomatoes/apples

Refer to the following to help with the assessment:

1. *Tomatoes/apples coming directly from the production site may need to have the heat removed*
2. *Tomatoes/apples coming directly out of cold storage may not present a risk*
3. *Water that is kept potable does not present a risk*
4. *Water may be warmed to ensure the water is **at least** 5.5°C or 10°F warmer than the tomatoes/apples*

Note: *If water potability was not maintained AND the water/product temperatures were not monitored then ALL tomatoes/apples are disposed of. They may not be rewashed/rinsed as internalization of pathogens may have already occurred and these cannot be washed/rinsed off.*

- ☐ Thermometers are checked for accuracy and calibrated or replaced when necessary. Refer to Section 8.3: Calibration and Appendix L-- Temperature Monitoring For Internal Product And Water Temperature and Thermometer Use – An Example for guidelines on checking the accuracy of a thermometer

FOR FRESH MARKET POTATOES ONLY (If not applicable, proceed to the next sub-section: Final Rinse Water)

Chemical Application (during packing) Water

- ! ☐ Chemical application (during packing) water is from a **potable source** if used on potatoes destined for fresh market
- ! ● At least twice annually (after your operation's start date) – If providing a chemical application (during packing), the person responsible tests the water (even if it is from a municipal source) for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water is potable (File under Tab: Test Results) *Refer to Appendix G -- Water Testing*
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
- ! ☐ The person responsible ensures the water sample is taken directly from the application equipment when testing for potability

Note: *If there are multiple packing lines or chemical application equipment EACH one (e.g., set of nozzles on each packing line not individual nozzles) must be tested twice. Contamination can occur in the equipment itself and this needs to be assessed.*

Final Rinse Water (If not applicable, proceed to the next sub-section: Water for Packaging Accessories)

<p>FOR Small Fruit, Tree and Vine Fruit, Combined Vegetables, Potatoes (EXCEPT FOR Cucumbers and Peppers Sent for Pickling, and Processing Potatoes), Broccoli, Cauliflower, Cabbage and Brussels sprouts</p>	<p>FOR Leafy Vegetables and Cruciferae (EXCEPT FOR Broccoli, Cauliflower, Cabbage and Brussels sprouts)</p>
<p>! <input type="checkbox"/> If water used to cool, hydro-cool, drench, flume or wash product has not been kept potable, the person responsible provides a <u>final potable water rinse</u></p> <p>FOR FRESH MARKET CRANBERRIES</p> <p><input type="checkbox"/> If cranberries are wet harvested, a final potable water rinse is provided</p> <p>FOR CRANBERRIES FOR PROCESSING</p> <p><input type="checkbox"/> If cranberries are wet harvested, a final rinse is provided, unless proof is shown that a final rinse occurs at processing (i.e., a letter of assurance is provided) (File under tab: Letters of Assurance/Certificates) OR</p> <p>_____</p>	<p>! <input type="checkbox"/> If water has been used to hydro-cool, cool, flume, or wash product (even though it was kept potable), the person responsible provides a <u>final potable water rinse</u></p>

FOR ALL COMMODITIES (EXCEPT FOR Cucumbers and Peppers Sent for Pickling, and Processing Potatoes)

- ! ☐ If the person responsible is using water only for a final rinse, water is potable
- ! ● At least twice annually (after your operation's start date) – If providing a final rinse, the person responsible tests the water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water (even if it is from a municipal source) is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
- ☐ The person responsible ensures the water sample is taken directly from the rinse equipment when testing for potability

Note: *If there are multiple packing lines or rinsing equipment EACH one (e.g., set of nozzles on each packing line not individual nozzles, hose, etc.) must be tested twice. Contamination can occur in the equipment itself and this needs to be assessed.*

Water for Packaging Accessories (e.g., used to wet pads/liners for asparagus) *(If not applicable, proceed to the next sub-section: Water for Humidity/Misting, etc.)*

- ! ☐ The person responsible uses **potable water** for wetting packaging accessories (e.g., pads/liners) that are in direct contact with product
- ! ● At least twice annually (after your operation's start date) – The person responsible tests the water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
- ☐ The person responsible ensures the water sample is taken directly from the wetting equipment when testing for potability

Water for Humidity/Misting, etc. *(If not applicable, proceed to the next sub-section: Water for Cleaning)*

- ! ☐ The person responsible uses **potable water** for humidity/misting, etc. if the water is in direct contact with the product (FOR ALL COMMODITIES EXCEPT FOR POTATOES)
- ! ● At least twice annually (after your operation's start date) – The person responsible tests the water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water (even if it is from a municipal source) is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
- ☐ The person responsible ensures the water sample is taken directly from the equipment when testing for potability

Water for Cleaning (equipment, buildings, containers, etc. and hand washing in personal hygiene facilities) *(If not applicable, proceed to the Section: 15.2 Storage)*

- The person responsible uses **potable water**:
 - ! ☐ For cleaning buildings, building equipment, containers, etc. (FOR ALL COMMODITIES EXCEPT FOR PROCESSING POTATOES)
 - ! ☐ For cleaning production site equipment (FOR ALL COMMODITIES EXCEPT FOR PROCESSING POTATOES, AND CUCUMBERS AND PEPPERS SENT FOR PICKLING)
 - ! ☐ In personal hygiene facilities for hand washing
- At least twice annually (after your operation's start date) – The person responsible tests the water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water is potable (File under Tab: Test Results) *Refer to Appendix G: Water Testing*
 - ! ☐ Once prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
- ☐ The person responsible ensures the water sample is taken from the appropriate location (e.g., equipment, tap, storage cistern/tank/container, etc.).

15.2 Storage

- Water for fluming and cleaning is stored, *proceed below*.
If not, *proceed to Section 15.3: Treatment*.

REQUIREMENT	<i>Cisterns, tanks, or containers used to store water may be a source of contamination. Water must be stored in clean cisterns, tanks, and/or containers.</i>
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PROCEDURES:

Note: Hand washing water stored in permanent tanks within portable washrooms is not considered potable **UNLESS**:

- the water is tested from the tank each time the tank is filled to confirm potability, OR
- the water is treated and tested to confirm potability is being maintained with treatment as per procedures in Section 15.3 Treatment, OR
- the cleanliness of the tank is maintained, filling procedures are followed and the water is tested to confirm potability as per procedures in Section 15.2 Storage

- ☐ Annually – The person responsible records location of water storage tank/container/cistern on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

- ! ● Annually (prior to use) and monthly (during use) - The person responsible ensures that the water storage tank/cistern/container is clean by:

Cleaning Procedure:

- ☐ Washing with (choose at least one of the following options):
 - ☐ Water with friction (e.g. pressure wash, wiping, scrubbing)
 - ☐ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
 - ☐ Water and soap
- ☐ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example* for examples of chlorine solutions for equipment cleaning, *Appendix H: Cleaning and Treating Cisterns – An Example* and *Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example*),]:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for cleaning your water storage tank/container/cistern.]

! ☐ Annually (prior to use) and monthly (during use) – The person responsible records cleaning of water storage on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____

- Each time the tank/cistern/container is filled – The person responsible ensures that:

- ☐ A description of the step-by-step filling instructions is given for each water source used:

Identify your water source: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Filling in the above description completes your Standard Operating Procedure (SOP) for filling your water storage tank/container/cistern. **Complete a different SOP for each water source, type of tank/container/cistern or filling mechanism.**]

- The person responsible ensures that:
 - ☐ Filling mechanism (e.g. hose) is not a source of contamination
 - ☐ Employees filling tank/cistern/containers are not a source of contamination

- During Filling:
 - ☐ Contamination does not occur from outside sources (e.g., dirty hose, tank opening or lid not clean etc.)
 - ☐ Tank/cistern/container must be closed immediately after filling
 - ☐ The part of the tank/cistern/container where the water is emptied from (e.g., spigot, tap, opening, etc.) is kept free from contamination.
- ! ● Regardless of water source (e.g., rain, municipal, private well water) - At least twice annually (after your operation's start date) and after abnormal events – The person responsible tests water from the cistern/tank/container for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water is potable (File under Tab: Test Results). *Refer to Appendix G: Water Testing*
 - ! ☐ After cleaning, but prior to use
 - ! ☐ At least once more during the season to ensure water potability is being maintained
 - ! ☐ After abnormal events
- ☐ The person responsible ensures the water sample is taken directly from the cistern/tank/container when testing for potability
- ☐ The person responsible ensures the water storage tank, container or cistern has a lid, is free from rust, is closed and is protected from chemical contamination when not in use

15.3 Treatment

REQUIREMENT	<i>The treatment of water (for fluming and cleaning) with chlorine or other methods must be controlled and monitored to ensure appropriate chemical concentrations or functioning of equipment and to prevent both the biological and chemical contamination of product.</i>
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PROCEDURES:

- Water is treated, *proceed below.*
If not, *proceed to Section 16: Ice.*
 - When treating water the person responsible (*choose those that are applicable*):
 - ! ☐ Follows instructions in *Appendix A: Shock Chlorination of Well Water – An Example* OR _____
 - ! ☐ Follows instructions in *Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example* OR _____
 - ! ☐ Follows instructions in *Appendix H: Cleaning and Treating Cisterns – An Example* OR _____
 - ! ☐ Other instructions (*specify or describe*): _____
 - ! ☐ Uses an alternative method to chlorination (e.g., hydrogen peroxide, ozone, ultra violet light, reverse osmosis) as per manufacturer's instructions (*describe method*): _____
 - ! ☐ Records the control and monitoring of alternative water treatment on (*indicate name and location of form*): _____
- (File under Tab: _____)

Note: Seek expert or professional advice for proper setup and monitoring of alternative water treatment systems.

- ! □** If adding water treatment aids (i.e. chlorine) manually and monitoring treatment with chlorine/pH strips or ORP, the person responsible establishes a standard operating procedure following instructions in *Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example* OR: _____ AND fills out the right hand column of the chart below

Volume of water in wash tank or system: _____

Water treatment used (e.g. 5.25% household bleach): _____

Initial amount of treatment chemical added and target concentration (ppm) (e.g., $\frac{3}{4}$ cups of chlorine per 50 gallons to reach 50 ppm): _____

What are you using to monitor levels (e.g., chlorine strips/pH strips, ORP)? _____

How often do you check treatment levels (e.g., every hour during use)? _____

How often is water changed (e.g., daily, weekly)? _____

What is the target level (for ORP/chlorine/pH)?
ORP = 700 or greater; pH=6-0-7.5;
free chlorine = between 2-7 ppm
Other: _____

Actions taken if:

ORP is between 650-700 (e.g. add $\frac{3}{4}$ cups of chlorine per 50 gallons) Add: _____

Recheck ORP/free chlorine/pH and record on form N1 or _____

ORP is below 650 or free chlorine is below 2ppm (e.g. add 2 cups of chlorine) Discard or rewash any product that has come in contact with contaminated water (TOMATOES/APPLES/CANTALOUPE/MUSK MELONS must be disposed of)

- ! □** Daily (for chlorination) – The person responsible controls and monitors (as applicable) chlorine/pH or Oxidation-Reduction Potential (ORP) levels in water and records this on Form (N1) Water Treatment Control and Monitoring OR _____

- ! □** Daily (for alternative water treatment methods) – The person responsible monitors the equipment for proper functioning and records this on (*indicate name and location of form*): _____ (File under Tab: _____)

- ! ● At least twice annually (after your operation's start date) – The person responsible tests the treated water for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the water is potable (File under Tab: Test Results). *Refer to Appendix G: Water Testing and Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example.*

! ☐ Once prior to use

! ☐ Once more during the season to ensure water potability is being maintained

- ☐ The person responsible ensures the water sample is taken directly from the equipment when testing treated water for potability

Confirmation/Update Log:

Date						
Initials						

16. Ice

Forms Required

A

FOR TREE AND VINE FRUIT, LEAFY VEGETABLE AND CRUCIFERAE AND COMBINED VEGETABLES (EXCEPT FOR FRUITING VEGETABLES) ONLY (if not applicable proceed to Section 17: Packaging Materials)

RATIONALE:

Ice may be a source of biological, chemical or physical contamination of product.

- ☐ Ice is used on the premises, *proceed below.*
If not, proceed to Section 17: Packaging Materials.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

16.1 Purchasing and Receiving

REQUIREMENT

Potable ice must be purchased/produced and received with knowledge of origin and previous handling.

PROCEDURES:

Purchased Ice (If not applicable, proceed to the next sub-section: Ice Produced On-Site)

- ☐ The person responsible purchases ice from a supplier and requests a letter of assurance [i.e., manufactured under conditions that are not a source of contamination (e.g., lubricants, metal, glass) and is **potable**]
- ! ☐ The person responsible receives only ice that was purchased along with the letter of assurance (one letter per supplier per season) (File under Tab: Letters of Assurance/Certificates)

Ice Produced On-Site (If not applicable, proceed to Section 16.2: Application)

NOTE: Refer to Section 15 Water (for Fluming and Cleaning) for requirements related to treating, testing and storing the water that is used to make ice.

- ☐ The person responsible produces ice only from **potable** water
- At least twice annually (after your operation’s start date) – The person responsible tests the ice for Total Coliforms and *E. coli* using an accredited lab where analyses are performed to standards equivalent to ISO 17025, to ensure that the ice is potable (File under Tab: Test Results). Refer to *Appendix G Water Testing*
 - ! ☐ Once prior to use
 - ! ☐ Once more during the season to ensure potability is being maintained
- ☐ Ice sample is taken from the point closest to the product

16.2 Application

REQUIREMENT	<i>Ice must not be contaminated during its handling.</i>
--------------------	--

PROCEDURES:

- ☐ The person responsible visually inspects ice before use to look for evidence of contamination (e.g., dirt) and discards ice if it has been contaminated
- ☐ Ice is handled in a way to prevent contamination
- ☐ The person responsible handles ice with clean tools/equipment used only for ice and stores tools/equipment to prevent contamination (e.g., off the floor)
- ☐ Ice is used only once (i.e. not recycled or recovered)

16.3 Storage

- Ice is stored on the premises, *proceed below.*
If not, proceed to Section 17: Packaging Materials

REQUIREMENT	<i>Containers/areas used to store ice may be a source of contamination. Ice must be stored in designated areas and/or in clean containers.</i>
--------------------	--

PROCEDURES:

- ☐ Annually – The person responsible records location of ice storage containers/areas on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____
- ☐ Ice is stored in a designated area (e.g., freezer, container/bin) where the person responsible ensures that ice is not contaminated [e.g., by equipment (e.g., loaders), employees' shoes, etc.]
- The person responsible stores ice:
 - In containers and/or in an area:
 - ☐ that are/is covered
 - ☐ that have/has been cleaned and disinfected before use
 - ☐ that have/has not been used for other purposes which may be a source of contamination
 - ☐ that are designated only for ice (for containers ONLY)
 - ☐ that are/is separate from product, agricultural chemicals and market ready packaging materials
 - ☐ where it is kept up off of the floor (if not in a container)

Note: Refer to Section 2.2: Building Exterior and Surroundings Assessment, Cleaning, Maintenance, Repair and Inspection, and 2.3: Building Interior Assessment, Cleaning, Maintenance, Repair and Inspection for more information on requirements of areas for storing ice.

Confirmation/Update Log:

Date						
Initials						

17. Packaging Materials

Forms Required

A, I, Q

(EXCEPT FOR WHOLESALING)

RATIONALE:

Packaging materials that are not handled or stored properly may contribute to the biological, chemical and physical contamination of product.

- ☐ Harvested product packaging materials are on the premises, either with product in them or not
- ☐ Market ready packaging materials are on the premises, either with product in them or not
- ☐ Packaging accessories are on the premises

If ANY of the above circles has been checked off, proceed below.

If not, proceed to Section 18: Growing and Harvesting.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

17.1 Purchasing and Receiving

REQUIREMENT

Packaging materials must be obtained with knowledge of origin and must be appropriate for use in the packaging of product.

PROCEDURES:

Harvested Product Packaging Materials

- The person responsible purchases or selects materials that are:
 - ☐ Free of objects that may become embedded in product (e.g., material is in good repair, no splinters, glass)
 - ☐ Clean and free of debris (e.g., from other crops, compostable waste, garbage)
 - ☐ Have not been used for any other purpose that may be a source of contamination (e.g., to carry tools, personal effects, cleaning agents, agricultural chemicals, maintenance materials)
- ☐ The person responsible receives only the materials that were purchased or selected

Market Ready (Primary and Secondary) Packaging Materials

- ☐ When purchasing or selecting packaging materials, the person responsible is aware of their origin (i.e., manufactured with components that are not a source of chemical contamination)

FOR ALL COMMODITIES EXCEPT FOR SMOOTH-SKINNED MELONS, WINTER SQUASH, PUMPKINS, AND SWEET CORN (unless using mesh bags for sweet corn) (If not applicable, proceed to FOR ALL COMMODITIES below)

- The person responsible purchases or selects **primary** materials (e.g., bags, boxes) that are (*choose one of the following*):
 - ☐ New **OR**
 - ☐ If reused, new liners are used (**Note:** *Liners are considered packaging accessories, not primary packaging materials*) unless the materials are non-porous and are cleaned before use (see Section 17.2)

FOR ALL COMMODITIES

- ☐ The person responsible purchases or selects packaging materials (e.g., masters) that are free of loose objects that may become embedded in product (e.g., splinters, glass)
- ☐ The person responsible receives only the packaging materials that were purchased or selected

Note: *For materials, refer to Appendix D: Reference Lists: Packaging Materials, Inks, Lubricants, Maintenance Materials, Sanitizers, Water Treatment Aids and Food and Incidental Additives.*

Packaging Accessories

- ☐ When purchasing or selecting packaging accessories, the person responsible is aware of their origin (i.e., manufactured with components that are not a source of chemical or physical contamination)
- ☐ The person responsible purchases or selects new packaging accessories if coming into direct contact with product (e.g., liners, ties, tags, rubber bands)
- ☐ The person responsible receives only the packaging accessories that were purchased or selected

Note: *For packaging accessories, refer to Appendix D: Reference Lists: Packaging Materials, Inks, Lubricants, Maintenance Materials, Sanitizers, Water Treatment Aids and Food and Incidental Additives.*

17.2 Use of Packaging Materials

REQUIREMENT	<i>Harvested product packaging materials must be clean and properly maintained and repaired before use, and market ready primary packaging materials and accessories must not be a source of contamination.</i>
--------------------	---

PROCEDURES:

a) Harvested Product Packaging Materials

- ! ● Annually (before first use) – The person responsible ensures that materials are clean by:

Cleaning Procedure (*choose at least one of the following options*):

- ☐ Washing with (choose at least one of the following options):
 - ☐ Water with friction (e.g. pressure wash, wiping, scrubbing)
 - ☐ Water and a sanitizer (e.g., chlorine, quaternary ammonium)
 - ☐ Water and soap

AND/OR

- ☐ Dry cleaning (e.g., broom, brushes, air)

AND/OR

- ☐ Using a third party (e.g., packinghouse or co-op providing containers that are cleaned according to one of the above procedures)

- ☐ Describe your step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (*refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example* for examples of chlorine solutions for equipment cleaning and *Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example*)] OR receives a Letter of Assurance from the third party cleaning the packaging materials (one letter per supplier per season) (File under Tab: Letters of Assurance/Certificates):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for cleaning packaging materials.]

- ☐ The person responsible records cleaning of materials on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____
- The person responsible uses materials that are:
 - ☐ Free of objects that may become embedded in product (e.g., material is in good repair, no splinters, glass)
 - ☐ Clean and free of debris (e.g., from other crops, compostable waste, garbage)
 - ☐ Have not been used for any other purpose that may be a source of contamination (e.g., to carry tools, personal effects, cleaning agents, agricultural chemicals, maintenance materials or previously used to harvest other crops where agricultural chemical residues may contaminate product)
 - ☐ Any materials that have been used for other purposes are clearly marked (e.g. with paint) so they will not subsequently be used for product
 - ☐ Not removed from the premises by employees or taken home
 - ☐ The person responsible conducts a visual inspection of packaging materials before each use
 - ☐ The person responsible for releasing harvested product keeps track of harvested product (e.g. harvest dates or date received) through the use of pallet/bin tags or some other form of identification

Note: Refer to Section 22: Identification and Traceability for more information on labelling requirements

b) Market Ready Primary Packaging Materials

- The person responsible uses materials that are:
 - ! ☐ New or reusable containers that are in good repair

- ! ☐ Reusable containers made of porous materials (e.g., wood, wicker, cardboard) with a new impermeable liner **[for all commodities except for smooth-skinned melons, winter squash, sweet corn and pumpkins]**
- ! ☐ Reusable containers made of non-porous materials (e.g., plastic, stainless steel) with a new impermeable liner **[for all commodities except for smooth-skinned melons, winter squash, sweet corn and pumpkins]** OR are cleaned before use by washing with/by (choose at least one of the following four options):
 - ! ☐ water with friction (e.g., pressure wash, wiping, scrubbing)
 - ! ☐ water and a sanitizer (e.g., chlorine, quaternary ammonium)
 - ! ☐ water and soap
 - ☐ a third party [e.g., Reusable Plastic Containers (RPC's)]

- ! ☐ The person responsible describes the step-by-step cleaning instructions [include any soaps or sanitizers, concentrations and equipment used (refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment, An Example, for suggested chlorine solutions for cleaning and Appendix N: Sanitation Standard Operating Procedures (SSOP) – An Example)] OR receives a Letter of Assurance from the third party cleaning the packaging materials (one letter per supplier per season) (File under Tab: Letters of Assurance/Certificates):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Filling in the above description completes your Sanitation Standard Operating Procedure (SSOP) for cleaning of packaging materials.]

- ! ☐ The person responsible records cleaning of reusable packaging materials on Form (I) Equipment Cleaning, Maintenance and Calibration OR _____
- The person responsible uses materials that are:
 - ☐ Not used for any other purposes that may be a source of contamination (e.g., to carry tools, personal effects, cleaning agents, agricultural chemicals, maintenance materials)
 - ☐ Any materials that have been used for other purposes are clearly marked (e.g. with paint, marker) so they will not subsequently be used for product
 - ☐ Handled in a way that maintains their integrity (e.g., protected from the elements, protected from chemicals, properly stacked, etc.)
 - ☐ Are kept off the ground (e.g., placed on a cardboard slipsheet/pallet liner that is not a source of contamination) whether in the field or on platforms, stairs and catwalks where employees walk, etc.
- Labelled (EXCEPT FOR STRAWBERRIES AND RASPBERRIES) with the correct identifying information (i.e., name and address) of
 - ☐ The operation that produced the product, **OR**

- ☐ The operation that packaged the product, **OR**
☐ The company for whom it was produced/packaged
- ☒ Labelled with Pack ID if there is no secondary packaging materials
 - ☐ Who produced the product **AND**
 - ☐ When the product is packed/repacked

Note: Wraps for head lettuce, cauliflower, etc. are considered packaging accessories and do not need to be labelled with identifying information.

Note: Refer to Section 22: Identification and Traceability for more information on labelling requirements

FOR MUSHROOMS FOR REPACKING ONLY (if not applicable, proceed to the next sub-section: For All Commodities)

- The person responsible ensures that:
 - ☐ Packaging materials have a minimum of two 3.0 mm (approximately 1/8 inch) holes situated over the top of the mushrooms

OR

- ☐ An oxygen permeable packaging film with a minimum of two 3.0 mm (approximately 1/8 inch) holes is situated over the top of the mushrooms

(For further information refer to: <http://www.hc-sc.gc.ca/fn-an/legislation/guide-ld/mushrooms-champignons-050817-eng.php> and <http://www.inspection.gc.ca/food/fresh-fruits-and-vegetables/food-safety/fresh-mushrooms-packaging/eng/1374168767702/1374168824394>).

FOR ALL COMMODITIES

- The person responsible conducts a visual inspection of all packaging materials before use ensuring the packaging materials are/have:
 - ☐ Clean (e.g. free from stains, foreign objects, potential sources of contamination, etc.)
 - ☐ In good repair
 - ☐ Labelled correctly (if already labelled)
 - ☐ FOR MUSHROOMS FOR REPACKING ONLY – a minimum of two 3.0 mm holes situated over the top of the mushrooms OR is an oxygen permeable packaging film with a minimum of two 3.0 mm holes situated over the top of the mushrooms.

- !** ☐ The person responsible records the inspection of reusable and new packaging materials on Form (Q) – Packing, Repacking, Storing and Brokerage of Market Product OR _____

c) Market Ready Secondary Packaging Materials

- The person responsible uses materials that are:
 - ☐ Clean, free of debris and in good repair
 - ☐ Have not been used for any other purposes that may be a source of contamination (e.g., to carry tools, personal effects, cleaning agents, agricultural chemicals, maintenance materials)
 - ☐ Any materials that have been used for other purposes are clearly marked (e.g. with paint, marker) so they will not subsequently be used for product
 - ☐ Handled in a way that maintains their integrity (e.g., protected from chemicals, protected from the elements, properly stacked, etc.)

- ☐ Are kept off the ground (e.g., placed on a cardboard slipsheet/pallet liner that is not a source of contamination) whether in the field or on platforms, stairs and catwalks where employees walk, etc.
- Labelled (unless the secondary container is transparent e.g., a large clear plastic bag holding smaller labelled bags of carrots)] with the correct identifying information (i.e., name and address) of:
 - ☐ The operation that produced the product, **OR**
 - ☐ The operation that packaged the product, **OR**
 - ☐ The company for whom it was produced/packaged
- Labelled with Pack ID
 - ☐ Who produced the product **AND**
 - ☐ When the product is packed/repacked

Note: Refer to Section 22: Identification and Traceability for more information on labelling requirements

- If there is **NO** market ready primary **OR** secondary packaging materials used, the person responsible labels the pallet/skid with:
 - The correct identifying information (i.e., name and address) of:
 - ☐ The operation that produced the product, **OR**
 - ☐ The operation that packaged the product, **OR**
 - ☐ The company for whom it was produced/packaged
 - The Pack ID
 - ☐ Who produced the product **AND**
 - ☐ When the product is packed/repacked

Note: Refer to Section 22: Identification and Traceability for more information on labelling requirements

d) Packaging Accessories

- ☐ The person responsible uses only **new** packaging accessories such as liners, pads, shrink and pallet wrap, coupons, tags, ties and staples
- ☐ The person responsible uses pallet liners when the product comes in direct contact with the pallet (e.g., onions, leeks, shallots, beets, rutabagas, corn/cabbage in mesh bags)
- ☐ The person responsible may reuse packaging accessories that do not come into direct contact with the product such as pallet dividers, slats and rope

17.3 Storage

- ☐ Harvested product packaging materials are stored on the premises
- ☐ Market ready packaging materials are stored on the premises
- ☐ Packaging accessories are stored on the premises

*If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 18: Growing and Harvesting.*

REQUIREMENT	<i>Packaging materials must be stored in designated areas and under the proper conditions to prevent biological, chemical and physical contamination.</i>
--------------------	---

PROCEDURES:

- ! ☐ Annually – The person responsible records the storage locations for market ready packaging materials and accessories on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

Harvested Product Packaging Materials

- ☐ The person responsible stores these separate from potential sources of contamination and damage (e.g., equipment, fuels, agricultural chemicals)

Market Ready Primary and Secondary Packaging Materials and Accessories

- The person responsible stores these:
 - ☐ In a clean, covered, dry location and off the ground (e.g., on a shelf or pallet)
 - ☐ Separate from potential sources of contamination and damage (e.g., product, water, equipment, fuels, agricultural chemicals, other non-produce items, etc.)
 - ☐ At least 8 cm away from any wall

Confirmation/Update Log:

Date						
Initials						

18. Growing and Harvesting

Forms Required

H1, H2, P1/P2, Q

RATIONALE:

FOR POTATOES ONLY - Certain conditions during the growing period may encourage the formation of glycoalkaloids in product.

Product harvested less than four months after the application of manure may be a source of biological contamination. Similarly, product harvested before a pre-harvest interval (PHI) has elapsed may be a source of chemical contamination. Product release procedures include checking that the appropriate intervals have elapsed, and that the production site is assessed before harvest. The product itself, packaging materials and anything else that may contribute to contamination is to be considered both before and during harvest.

- ☐ Growing of product occurs on the premises
- ☐ Harvesting of product occurs on the premises

If ANY of the above circles has been checked off, proceed below.

If not, proceed to Section 19: Sorting, Grading, Packing, Repacking, Storing and Brokerage.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

18.1 Growing

Note: Refer to Sections 3, 4, 5, 6, 7 for requirements and procedures related to inputs used during the growing period.

REQUIREMENT	Product must be grown to minimize sources of chemical contamination.
--------------------	--

FOR TREE AND VINE FRUIT	FOR POTATOES				
<table><tr><td>REQUIREMENT</td><td>During growing, product must be maintained in a manner to minimize contamination.</td></tr></table> <p>PROCEDURES:</p> <ul style="list-style-type: none"><input type="checkbox"/> When using adhesives for stencilling during the growing period, the person responsible is aware of their origin (i.e., manufactured with ingredients that are not a source of chemical contamination) <p>Note: For materials Refer to Appendix D -- Reference Lists: Packaging Materials, Inks, Lubricants, Maintenance Materials, Sanitizers, Water Treatment Aids, and Food and Incidental Additives.</p>	REQUIREMENT	During growing, product must be maintained in a manner to minimize contamination.	<table><tr><td>REQUIREMENT</td><td>During the growing period product must be managed to minimize chemical contamination (i.e., formation of glycoalkaloids).</td></tr></table> <p>PROCEDURES:</p> <ul style="list-style-type: none"><input type="checkbox"/> The person responsible maintains soil cover over the commodity starter products to allow new tubers to develop underground	REQUIREMENT	During the growing period product must be managed to minimize chemical contamination (i.e., formation of glycoalkaloids).
REQUIREMENT	During growing, product must be maintained in a manner to minimize contamination.				
REQUIREMENT	During the growing period product must be managed to minimize chemical contamination (i.e., formation of glycoalkaloids).				

18.2 Harvesting

REQUIREMENT	<i>Product must be harvested at appropriate times to minimize the source of contamination. Product, packaging materials and other substances' (e.g., weed, biological controls, etc.) risk must be assessed so as not to be a source of biological, chemical or physical contamination.</i>
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PROCEDURES:

- ! ● Before harvesting – The person responsible refers to Forms (H1) and (H2) Agronomic Inputs and ensures that:
 - ! ☐ A minimum 120 day period has elapsed between the spreading of manure and the initial harvest
 - ! ☐ The pre-harvest interval (PHI) has been met for each agricultural chemical application
- ☐ Before harvesting – The person responsible surveys the production site to ensure there are no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.)

FOR COMBINED VEGETABLE AND LEAFY VEGETABLES AND CRUCIFERAE	FOR SMALL FRUIT	FOR TREE AND VINE FRUIT
<input type="checkbox"/> Before harvesting – The person responsible surveys the production site for weed/trap crops, especially if harvesting mechanically, to avoid harvesting toxic weeds/trap crops (<i>Refer to:</i> http://www.saskherbspice.org/graphics/Good%20for%20plant%20identification.pdf)	<input type="checkbox"/> The person responsible does not harvest product that has fallen on the ground except for cranberries	<input type="checkbox"/> The person responsible does not harvest any product that has touched the ground (i.e., windfalls, from low hanging branches)
<input type="checkbox"/> When harvesting, the person responsible ensures that packaging materials are not a source of contamination (e.g., does not stack muddy containers on top of each other, etc.)	<input type="checkbox"/> When harvesting, the person responsible ensures that packaging materials are not a source of contamination (e.g., does not stack muddy containers on top of each other, etc.)	<input type="checkbox"/> When harvesting, the person responsible ensures that packaging materials are not a source of contamination (e.g., does not stack muddy containers on top of each other, etc.)
<input type="checkbox"/> The person responsible visually inspects product before and during harvest to look for evidence of unusual animal or bird activity (i.e., excrement) and other possible contaminants (e.g., biological controls, etc.). Product (if it has been contaminated) and contaminants are discarded	<input type="checkbox"/> The person responsible visually inspects product before and during harvest to look for evidence of unusual animal or bird activity (i.e., excrement) and other possible contaminants (e.g., biological controls, etc.). Product (if it has been contaminated) and contaminants are discarded.	<input type="checkbox"/> The person responsible visually inspects product before and during harvest to look for evidence of unusual animal or bird activity (i.e., excrement) and other contaminants (e.g., biological controls, etc.). Product (if it has been contaminated) and contaminants are discarded

FOR ALL COMMODITIES

- ! ● The person responsible records all harvesting information:
- ! ☐ If harvesting into **harvested product packaging materials**, by completing Form (P1)/(P2) Harvesting and Storing Potatoes/Product OR _____
 - ! ☐ If harvesting into **market ready packaging materials**, by completing Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____
- _____

Confirmation/Update Log:

Date						
Initials						

19. Sorting, Grading, Packing, Repacking, Storing and Brokerage

Forms Required

P1/P2, Q

RATIONALE:

Product that is properly handled, stored, packed or repacked will have a reduced likelihood of biological, chemical and physical contamination.

- ☐ Product is sorted, graded, or waxed
- ☐ Product is packed
- ☐ Product is repacked
- ☐ Product is stored (only applicable if storing someone else's product)
- ☐ Brokerage of Product

If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 20: Storage of Product.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".

19.1 Selecting/Purchasing and Receiving Harvested/Market Product

- ☐ Harvested product is selected/purchased
- ☐ Market product is selected/purchased

If **ANY** of the above circles has been checked off, proceed below.
If not, proceed to Section 19.2: Sorting and Grading.

REQUIREMENT

Harvested/market product must be selected/purchased and received to not be a source of contamination.

PROCEDURES:

- The person responsible selects/purchases harvested/market product from operations that have successfully completed one of the options below and requests a copy of a current/valid certificate:
 - ☐ CanadaGAP
 - ☐ Other industry recognized third party food safety audit/certification

(***Note: Person responsible for export ensures destination market MRLs are met for product being selected/purchased as per Section 6.2. The certificate would not replace this requirement).

- ! ☐ The person responsible receives only the harvested/market product that was selected/purchased along with the certificate (one certificate per season per supplier) (File under Tab: Letters of Assurance/Certificates)
- ☐ The person responsible inspects the cargo area of the incoming vehicle and the received harvested/market product for damage or sources of contamination (e.g., glass, rodent droppings/feces) and if contamination is observed, they notify the operation of the problem and take appropriate action (e.g., sorts, grades, trims, removes contamination, refuses product, etc.)
- ! ☐ The person responsible for brokerage completes the transaction of the harvested/market product that was selected/purchased and receives the certificate (one certificate per season per supplier) (File under Tab: Letters of Assurance/Certificates)

- !• If services are selected/purchased from an outside service provider to perform activities on behalf of the person responsible (e.g., harvesting, packing, icing, washing, storing in a standalone storage operation), regardless of whether product comes back from the service provider, the person responsible obtains a copy of a current/valid certificate (one certificate per season per service provider) (File under Tab: Letters of Assurance/Certificates):

- ☐ CanadaGAP
- ☐ Other industry recognized third party food safety audit/certification

Note: The certificate alone may not contain all of the necessary information that is required nor be clear enough to ensure that the outside provider is performing the intended service. Therefore, it may be necessary to have the entire audit report or other supporting documentation available for review during an audit.

19.2 Sorting and Grading

REQUIREMENT	<i>Product, in the production site or in the packinghouse, must be sorted and graded in a manner that minimizes sources of biological, chemical and physical contamination.</i>
--------------------	---

PROCEDURES:

In the Production Site

- During sorting and grading, employees or equipment:
 - ☐ Separate foreign objects (e.g., stones, glass), damaged, rotten or green (FOR POTATOES ONLY) product and crop debris (e.g., stems, leaves) from marketable product
 - ☐ Discard foreign objects, culls and debris in the appropriate location (e.g., back in the production site, labelled container)

In the Packinghouse

- During sorting and grading, employees or equipment:
 - ☐ Separate foreign objects (e.g., stones, glass), damaged, rotten or green (FOR POTATOES ONLY) product and crop debris (e.g., stems, leaves) from marketable product
 - ☐ Discard foreign objects, culls and debris in the appropriate container

FOR COMBINED VEGETABLES, LEAFY VEGETABLES AND CRUCIFERAE AND POTATOES	FOR TREE AND VINE FRUIT AND SMALL FRUIT
<input type="checkbox"/> Discard or return product to the beginning of the cleaning process if it becomes contaminated (e.g., falls on the floor)	<input type="checkbox"/> Discard product if it becomes contaminated

FOR ALL COMMODITIES

19.3 Packing/Repacking

REQUIREMENT	<i>Harvested and market product, whether out in the production site or in the packinghouse, must be packed/repacked in a manner that minimizes sources of biological, chemical and physical contamination.</i>
--------------------	--

PROCEDURES:

In the Production Site

- Packing is done in the production site, proceed below.
If not, proceed to the next sub-section: In the Packinghouse.

- The person responsible records all packing information by completing:
 - ☐ Form (P1)/(P2) Harvesting and Storing Potatoes/Product OR _____
 - AND/OR**
 - ☐ Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

In the Packinghouse

- Packing/Repacking is done in the packinghouse, *proceed below.*
If not, proceed to Section 19.4 Application of Wax
- ☐ The person responsible records all packing/repacking information by completing Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

FOR POTATOES

- ☐ The person responsible places bags with a window face down to minimize light exposure

19.4 Application of Wax

FOR TREE AND VINE FRUIT, COMBINED VEGETABLES (EXCEPT FOR ASPARAGUS, SWEET CORN AND LEGUMES) ONLY (*if not applicable proceed to Section 20: Storage of Product*)

- Wax is used on the premises, *proceed below.*
If not, proceed to Section 20: Storage of Product.

REQUIREMENT

Wax must not contribute to the contamination of the product.

PROCEDURES:

- ☐ When purchasing wax, the person responsible requests a copy of a Letter of no Objection from the prevailing authority (e.g., Health Canada) or a letter of assurance that the wax was not made with ingredients that are on the list of priority allergens (i.e. peanuts, tree nuts, eggs, milk, wheat, soy, sesame seeds, seafood, mustard and sulphites)
- ! ☐ The person responsible receives the wax that was purchased along with a Letter of Assurance or Letter of No Objection (one letter per season per supplier) (File under Tab: Letters of Assurance/Certificates)
- ☐ When using wax, the person responsible is aware of its origin (i.e., manufactured with ingredients that are not a source of chemical contamination) and applies it according to the recommended label instructions

Note: *For materials, refer to Appendix D: Reference Lists: Packaging Materials, Inks, Lubricants, Maintenance Materials, Sanitizers, Water Treatment Aids and Food and Incidental Additives.*

- ☐ The person responsible records wax lot number on Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

Confirmation/Update Log:

Date						
Initials						

20. Storage of Product

Forms Required

A, H1, P1/P2, Q

RATIONALE:

Proper storage of product will reduce the risk of biological, chemical and physical contamination.

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

20.1 Storage Conditions for Harvested Product

- Product is temperature conditioned, held or stored in harvested product packaging materials or in bulk, *proceed below.*
If not, proceed to Section 20.2: Storage Conditions for Market Product.

REQUIREMENT

Harvested product must be held or stored in designated areas and handled under the proper conditions to minimize contamination.

PROCEDURES:

- ! ☐ Annually – The person responsible records the storage locations for harvested product on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

FOR ALL COMMODITIES EXCEPT FOR POTATOES (*If not applicable, proceed to FOR ALL COMMODITIES below*)

Temperature Conditioning [(Pre-) Cooling or Heat Curing]

- Harvested product is temperature conditioned on the premises, *proceed below.*
If not, proceed to the next sub-section: Holding.
- The person responsible (pre-) cools or heat cures harvested product to a predetermined temperature in an environment that:
 - ☐ Does not contaminate product (e.g., clean tarping material is used, proper air flow)
 - ☐ Prevents contact between harvested and market product
 - ☐ Is separate from equipment, fuels, agricultural chemicals and market ready packaging materials

FOR ALL COMMODITIES

Holding

- Harvested product is held on the premises, *proceed below.*
If not, proceed to the next sub-section: Storage.
- The person responsible holds harvested product in an environment that:
 - ☐ Does not contaminate the product or the containers it is in (e.g., clean and well-maintained holding area)

- ☐ Is separate from other product, equipment, fuels, agricultural chemicals, market ready packaging materials and non-produce items

Storage

- Harvested product is put into storage on premises, *proceed below.*
If not, proceed to Section 20.2: Storage Conditions for Market Product.

- The person responsible stores harvested product:
 - ☐ In a predetermined environment (e.g., temperature is appropriate for product)
 - ☐ In an environment that does not contaminate the product or the containers they are in (e.g., clean and well-maintained storage area)
 - ☐ In a manner that prevents cross contamination from non-produce items
 - ☐ Separate from other product, equipment, fuels, agricultural chemicals (FOR COMBINED VEGETABLES ONLY - including treated seed) and market ready packaging materials
 - ☐ At least 8 cm away from any wall except for product stored in bulk

FOR POTATOES ONLY (*If not applicable, proceed to FOR ALL COMMODITIES below*)

- ☐ In the dark

FOR ALL COMMODITIES

- ☐ When harvested product is put into storage, the person responsible records all storing information by completing Form (P1)/(P2) Harvesting and Storing Potatoes/Product OR _____

20.2 Storage Conditions for Market Product

- Product is temperature conditioned, held or stored in market ready packaging materials, *proceed below.*
If not, proceed to Section 20.3 Drenching.

REQUIREMENT	Market product must be held or stored in designated areas and handled under the proper conditions to minimize contamination.
--------------------	--

PROCEDURES:

- ! ☐ Annually – The person responsible records the storage locations for market product on Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist OR _____

FOR ALL COMMODITIES EXCEPT FOR POTATOES (*If not applicable, proceed to FOR ALL COMMODITIES below*)

Temperature Conditioning [(Pre-) Cooling]

- Market product is temperature conditioned on the premises, *proceed below.*
If not, proceed to the next sub-section: Holding.

- The person responsible (pre-) cools market product to a predetermined temperature in an environment that:
 - ☐ Does not contaminate product (e.g., clean tarping material is used, proper air flow)
 - ☐ Prevents contact between harvested and market product
 - ☐ Is separate from equipment, fuels, agricultural chemicals and packaging materials

FOR ALL COMMODITIES

Holding

- ☐ Market product is held on the premises, *proceed below.*
If not, proceed to the next sub-section: Storage.
- The person responsible holds market product in an environment that:
 - ☐ Does not contaminate the product or the containers it is in (e.g., clean and well-maintained holding area)
 - ☐ Is separate from other product, equipment, fuels, agricultural chemicals, packaging materials and non-produce items

Storage

- ☐ Market product is put into storage on premises, *proceed below.*
If not, proceed to Section 20.3 Drenching.
- The person responsible stores market product:
 - ☐ In a predetermined environment (e.g., temperature is appropriate for product)
 - ☐ In an environment that does not contaminate the product or the containers they are in (e.g., clean and well-maintained storage area)
 - ☐ In a manner that prevents cross contamination from non-produce items
 - ☐ Separate from other product, equipment, fuels, agricultural chemicals (FOR COMBINED VEGETABLES ONLY - including treated seed) and packaging materials
 - ☐ At least 8 cm away from any wall
 - ☐ Off the floor/ground

FOR POTATOES ONLY (*If not applicable, proceed to FOR ALL COMMODITIES below*)

- ☐ In the dark

FOR ALL COMMODITIES

- ! ☐ When market product is put into storage, the person responsible records all storing information by completing Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

FOR TREE AND VINE FRUIT ONLY (*If not applicable, proceed to Section 21: Transportation*)

20.3 Drenching

- ☐ Drenching of product occurs on the premises, *proceed below.*
If not, proceed to Section 21 Transportation.

REQUIREMENT	<i>Drenching must not contribute to the contamination of product.</i>
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PROCEDURES:

- ! ☐ The person responsible records application of agricultural chemicals used for drenching (i.e., DPA) on Form (H1) Agronomic Inputs (Agricultural Chemicals) OR _____

Note: See Section 6 Agricultural Chemicals and Section 15 Water (for Fluming and Cleaning) for requirements for agricultural chemicals and water used during drenching

Confirmation/Update Log:

Date						
Initials						

21. Transportation

Forms Required

O

RATIONALE:

Transportation vehicles that do not have properly cleaned and/or maintained food contact surfaces may be a potential source of contamination to product. Bulk transport is included within 21.1 of this section. Product release procedures include inspecting outgoing product for signs of contamination before loading onto vehicles.

- ☐ Bulk product is transported
- ☐ Product in harvested product packaging materials is transported
- ☐ Product in market ready packaging materials is transported

*If ANY of the above circles has been checked off, proceed below.
If not, proceed to Section 22: Identification and Traceability.*

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

21.1 Transportation of Product in Harvested Product Packaging Materials

REQUIREMENT

To minimize the potential for contamination, vehicles transporting product in harvested product packaging materials or in bulk must have a clean and well-maintained cargo area.

PROCEDURES:

- ☐ Before loading each vehicle, the person responsible ensures that an inspection is made of the cargo area of the vehicle to ensure it is clean and well-maintained
- ☐ The person responsible records information about product being transported to someone else's premises on Form (O) Transporting Product OR _____

21.2 Transportation of Product in Market Ready Packaging Materials

REQUIREMENT

To minimize the potential for contamination, vehicles transporting product in market ready packaging materials must have a clean and well-maintained cargo area, and product must be covered and care taken to prevent cross contamination from products other than product.

PROCEDURES:

- Before loading each vehicle, the person responsible ensures that:
 - ☐ An inspection is made of the cargo area of the vehicle to ensure it is clean and well-maintained (e.g., no holes, splinters, debris, signs of pest intrusion, etc.)
 - ☐ If the product is transported to someone else's premises, the findings are recorded along with any necessary corrective actions on Form (O) Transporting Product OR _____

- ☐ Before loading, the person responsible inspects outgoing product for sources of contamination (e.g., glass, rodent droppings) and if contamination is observed, takes appropriate action (e.g., sorts, removes product, removes contamination, etc.)
- ☐ When loading, the person responsible ensures that product does not come in contact with other products/material being transported that may be a source of contamination (e.g. allergens, non-produce items, etc.)
- During transportation, the person responsible ensures that:
 - ☐ Covered vehicles are used to transport product in market ready packaging materials, or that the integrity of the load is secured with a protective covering (e.g., tarp, plastic sheeting)
 - ☐ If the product is transported to someone else's premises, this information is recorded on Form (O) Transporting Product OR _____
- ☐ The person responsible records information about product being transported to someone else's premises on Form (O) Transporting Product OR _____

Confirmation/Update Log:

Date						
Initials						

22. Identification and Traceability

Forms Required

O, P1/P2, Q

RATIONALE:

Product that is identifiable and traceable is easily and quickly traced back to the point of origin. Contaminated product can be distinguished from product that is not, and product loss may be limited in the event of a recall (i.e., one identified lot versus an entire harvest).

IMPORTANT NOTE

It is assumed throughout the manual that **EACH** of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.

22.1 Traceability System

REQUIREMENT

A traceability system that allows all product to be traced in the event of a recall must be in place.

PROCEDURES:

Note: *As much identification as is practically possible will assist in minimizing financial losses in the event a recall is necessary (i.e., being able to identify a pallet as opposed to a production site). For complete traceability, a Lot ID is to be assigned to all market product, if not directly on packaging materials, then on Form (Q) Packing, Repacking, Storing and Brokerage of Market Product. Refer to Appendix M: Traceability and Product Identification – Some Examples.*

- The person responsible for releasing harvested product:
 - ☐ Keeps track of harvested product (e.g. harvest dates or date received) through the use of pallet/bin tags or some other form of identification
 - Records field/block/pallet/bin tag information for harvested product on:
 - ☐ Form (P1/P2) Harvesting and Storing Potatoes/Product OR _____

AND

- ☐ Form (O) Transporting Product OR _____

Choose ONE of the following 2 options below:

- The person responsible for putting product into market ready packaging materials:
 - ☐ Identifies all market product with a Pack ID on the primary or secondary market ready packaging materials or, if no packaging material is used, then on the pallet/skid (e.g., bunched product directly on a lined pallet) as per Section 17: Packaging Materials
 - Records Pack ID and lot ID for market product on:
 - ☐ Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

AND

- ☐ Form (O) Transporting Product OR _____

OR

- In exceptional cases where market product is put into market ready packaging materials at one operation and delivered unlabelled directly to another operation, the person responsible for production/packing/repacking and releasing the unlabelled market product:
 - ☐ Keeps track of market product through the use of pallet/bin tags or some other form of identification
- Records pallet/bin tag information for market product on:
 - ☐ Form (Q) Packing, Repacking, Storing and Brokerage of Market Product
OR _____
 - AND**
 - ☐ Form (O) Transporting Product OR _____
- ☐ Obtains written confirmation from the operation completing the labelling that market product is labelled immediately upon receipt and in accordance with labelling requirements for market product in Section 17: Packaging Materials (File under Tab: Letters of Assurance/Certificates)

Incoming Product (INCLUDES BROKERAGE)

- The person responsible for incoming product:
 - Records incoming information (e.g., Field/Block #/Pallet/ Bin Tag/Pack ID/Lot ID, etc.) for incoming product on:
 - ☐ Form (P1/P2) Harvesting and Storing Potatoes/Product OR _____
 - AND/OR**
 - ☐ Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

Outgoing Product (INCLUDES BROKERAGE)

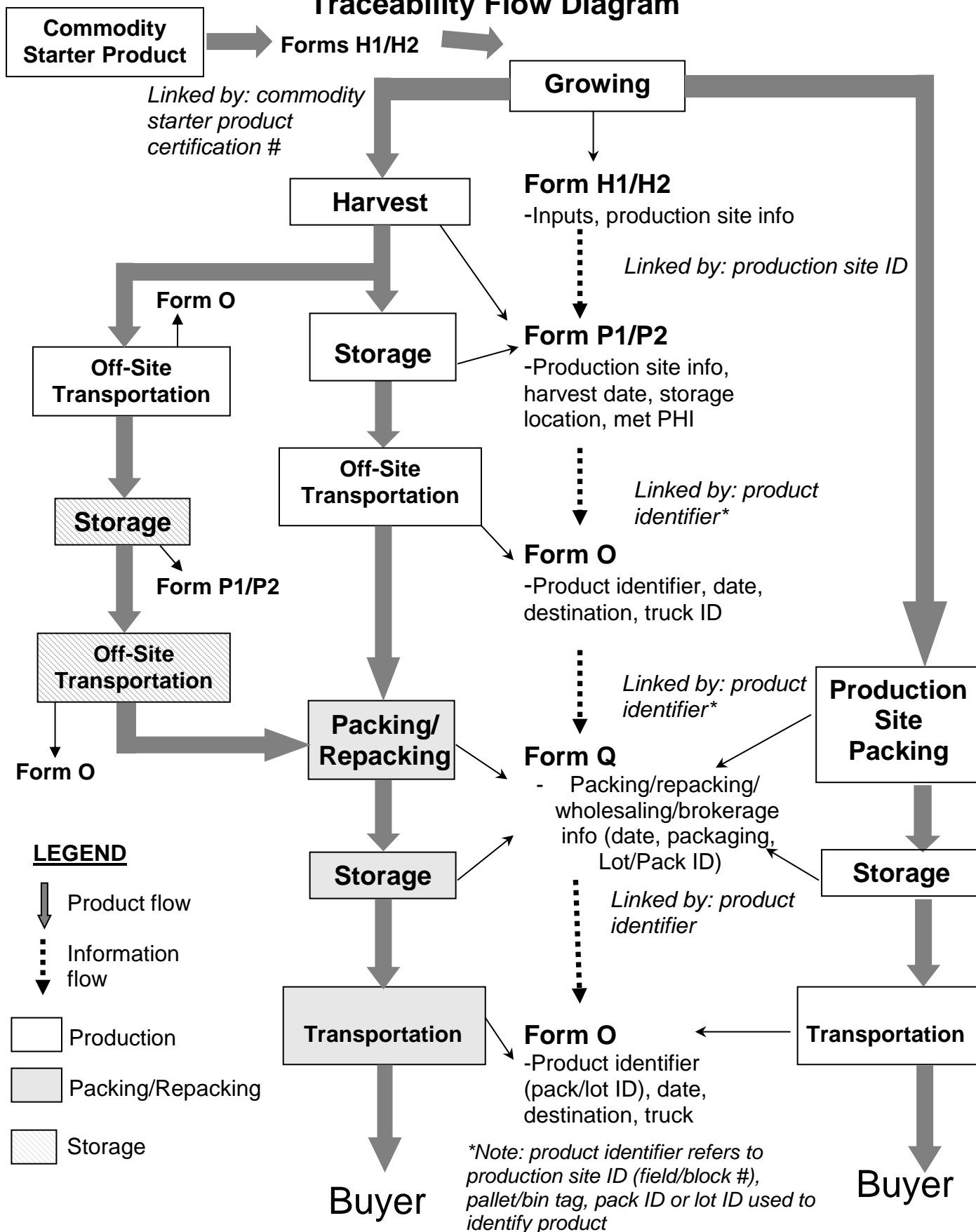
- The person responsible for outgoing product:
 - Records outgoing information (e.g., Field/Block #/Pallet/ Bin Tag/Pack ID/Lot ID, etc.) for product on:
 - ☐ Form (O) Transporting Product OR _____
 - AND/OR**
 - ☐ Form (P1/P2) Harvesting and Storing Potatoes/Product OR _____
 - AND/OR**
 - ☐ Form (Q) Packing, Repacking, Storing and Brokerage of Market Product OR _____

The diagram below shows the basic steps in production, packing, repacking, storage and brokerage, the forms and information recorded at each step and how the records link to the product identification (such as a pack ID labelled on a box) for traceability.

Confirmation/Update Log:

Date						
Initials						

Traceability Flow Diagram



23. Deviations and Crisis Management

Forms Required

R, S, T, U

RATIONALE:

The key to an effective Food Safety program is identifying, rectifying and documenting major deviations in order to prevent recurrence.

IMPORTANT NOTE	It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in “direct contact with product” OR that may have an “impact on food safety through cross contamination”.
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23.1 Minor Deviations and Corrective Action

REQUIREMENT	<i>A minor deviation must be identified and assessed. Corrective actions must be taken immediately.</i>
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PROCEDURES:

- When an employee identifies a minor deviation, the employee:
 - ☐ Takes immediate corrective action
 - ☐ Communicates the minor deviation and corrective action to the person responsible

23.2 Major Deviations and Corrective Action

REQUIREMENT	<i>A major deviation must be identified, reported immediately to the person responsible and recorded. Corrective actions must be taken immediately by the person responsible and recorded.</i>
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PROCEDURES:

Note: See table below for major deviations and corrective actions.

- ☐ When an employee identifies a major deviation, the employee immediately reports it to the person responsible
- The person responsible assesses the situation and determines:
 - ☐ The required corrective action
 - ☐ The cause of the major deviation
 - ☐ The required preventative action needed to prevent recurrence of the major deviation
 - ☐ New procedures or modifications to current procedures as required to address the identified major deviation, and trains employees on the new or modified procedures
- ☐ The person responsible completes Form (R) Deviations and Corrective Actions OR _____

The following are major deviations that may occur at an operation and their respective corrective actions. These represent deviations from the procedures that are identified in the manual with an exclamation mark (Level B Good Agricultural Practices). It is assumed that the deviation can be corrected on the premises and that the product has not left the operation. In certain situations, there may be other appropriate actions and guidance should be sought from qualified experts. These are not all of the problems that could occur; see Section 23.3: Crisis Management for further suggestions.

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 2: Premises	The person responsible selects a packinghouse or storage area that could contaminate product or packaging material	<ul style="list-style-type: none"> • Debris or spills on the floor • Animals present • Broken glass or lights • Incorrect lights (not shatterproof or covered) • Leaking of fluid or liquid on to product or packaging 	<p>The person responsible:</p> <ul style="list-style-type: none"> • Identifies and isolates any contaminated product, packaging material or equipment • Cleans and maintains the packinghouse and storage areas (i.e., storage for product and market ready packaging materials) • Selects another storage area if storage area cannot be cleaned (i.e. is not usable) • Replaces lighting (uses shatterproof or covered lighting) • Disposes of product and market ready packaging materials if they have come into direct contact with contamination OR (FOR POTATO ONLY) if potatoes are exposed to light for extended periods of time they must be (re)sorted to remove any green potatoes.
Section 4: Manure, Compost/ Compost Tea and Other By-Products	The person responsible receives compost/compost tea that has not been properly composted or without knowing if it has been properly composted	<ul style="list-style-type: none"> • No letter of assurance • Composting records are incomplete or missing • Composting records indicate full composting process has not been achieved 	<p>The person responsible:</p> <ul style="list-style-type: none"> • Refuses, returns or disposes of compost/compost tea and reorders new compost/compost tea • Asks again for letter of assurance and does not spread the compost/compost tea until the letter is received • Continues/restarts composting process for compost/compost tea made on site and does not spread compost/compost tea until the proper process has been completed • Waits 120 days before harvesting product if compost/compost tea was spread without knowing if it was properly composted
	The person responsible spreads manure when the interval between application and harvest is less than 120 days		<p>The person responsible:</p> <ul style="list-style-type: none"> • Identifies which fields and crops are affected and does not harvest the product until the 120 days has elapsed [refer to Form (H2) Agronomic Inputs (Other)]
Section 6: Agricultural Chemicals	The person responsible receives the incorrect agricultural chemical from supplier	<ul style="list-style-type: none"> • Agricultural chemical is not registered for the applicable product in the country where it is grown • Containers are damaged and/or labels are illegible 	<p>The person responsible:</p> <ul style="list-style-type: none"> • Returns or refuses and reorders agricultural chemicals • Identifies whether field/planting/orchard/block/product has been sprayed with wrong agricultural chemicals • Disposes of incorrect chemical • Re-trains employees or takes refresher course on agricultural chemical application

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible uses a storage location for agricultural chemicals that is not designated only for that purpose and/or is not covered, clean, dry and controlled access	<ul style="list-style-type: none"> Leaks or spills from agricultural chemicals because they are not properly stored 	<p>The person responsible:</p> <ul style="list-style-type: none"> Moves chemicals to a proper storage facility/location or conducts maintenance on agricultural chemical storage Cleans any spills or leaks resulting from improper storage Identifies whether product/package materials has been contaminated and disposes of any affected product Re-trains employees on storage location and proper storage of agricultural chemicals
	The person responsible fails to follow the label recommendations and directions when applying agricultural chemicals	<ul style="list-style-type: none"> Too much agricultural chemical is applied Agricultural chemical is mixed incorrectly 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops spraying Identifies which field/planting/orchard/block/products are affected Obtains expert advice on the risk of contamination and, if necessary, disposes of product Retrains employees or takes refresher training on applying agricultural chemicals Identifies whether product has been contaminated and disposes of any affected product
	The person responsible applies the incorrect agricultural chemical	<ul style="list-style-type: none"> Agricultural chemical used is not registered for the applicable product in the country where it is grown 	<p>The person responsible:</p> <ul style="list-style-type: none"> Identifies whether field/planting/orchard/block/product have been sprayed with wrong agricultural chemicals Identifies whether product has been contaminated and if disposal of affected product is required Obtains expert advice as required and, if necessary, disposes of product Re-trains employees on chemical application
Section 8: Equipment	The person responsible does not clean or maintain production site equipment regularly (e.g., annually, weekly, daily) or properly (e.g., pressure washer, sanitizer)	<ul style="list-style-type: none"> Visible debris or contamination is observed on equipment Equipment breaks down causing chemical or physical contamination Lubricants, oils and fuels leak on to food contact surfaces 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops activities (harvesting) Isolates any product in contact with contaminated equipment Cleans and maintains affected production site equipment Makes necessary changes to cleaning procedure or schedule Re-trains employees to adhere to annual/weekly/daily cleaning and maintenance schedule Disposes of product if it has come into direct contact with contamination.

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible does not clean or maintain packinghouse equipment regularly (e.g., daily, weekly) or properly (e.g., pressure washer, sanitizer)	<ul style="list-style-type: none"> Visible debris or contamination is observed on equipment Equipment breaks down causing chemical or physical contamination Lubricants, oils and fuels leak on to food contact surfaces 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops activities (sorting, grading packing) Isolates any product in contact with contaminated equipment Cleans and maintains affected packinghouse equipment Makes necessary changes to cleaning procedure or schedule Re-trains employees to adhere to daily/weekly cleaning and maintenance schedule Disposes of product if it has come into direct contact with contamination.
	The person responsible applies inaccurate rates of agricultural chemicals because he/she did not calibrate spray/drenching equipment properly or at all	<ul style="list-style-type: none"> Sprayer runs out of chemical too early Sprayer has too much chemical left over after spraying 	<p>The person responsible:</p> <ul style="list-style-type: none"> Identifies and isolates affected product Obtains expert advice on the risk of contamination and, if necessary, does not harvest the product Re-calibrates equipment properly Re-trains employees on calibration schedule and procedures
	The person responsible applies inaccurate rates of water treatment aids because he/she did not calibrate water treatment equipment properly or at all (i.e., chlorinators and ORP/pH meters)	<ul style="list-style-type: none"> Unusually high or lack of chemical (chlorine) odours Change in rate that treatment aids are used Discolouration, pitting or burning of product 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops washing/fluming activities Calibrates equipment Re-checks ORP/chlorine levels/pH Treats the water and re-tests to check potability OR disposes of the water. Rinses or disposes of any product that has come into direct contact with the contaminated water Re-trains employees on calibration schedule and procedures
	<p>FOR TOMATOES AND APPLES ONLY:</p> <p>The person responsible is unsure that the temperature reading on the thermometer is accurate (i.e., that internal temperature of the tomatoes/apples is at least 5.5°C or 10°F colder than the water), or person responsible knows thermometer was not calibrated</p>	<ul style="list-style-type: none"> Thermometer is not calibrated according to manufacturer's instructions 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops washing or fluming activities Disposes of any tomatoes/apples that have been submerged Calibrates the thermometer Re-trains employees on calibration schedule and procedures

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 9: Cleaning and Maintenance Materials	The person responsible did not follow instructions for use, or used the wrong product for water treatment	<ul style="list-style-type: none"> Using high concentrations Using wrong product Product is mixed incorrectly Label was not intact or not read correctly 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops washing/fluming activities Rinses or disposes of any product that has come into direct contact with the contaminated water Adds water (if too much product was added) Empties tank and cleans if necessary Re-trains employees on treatment methods
	The person responsible notices equipment (e.g., gear boxes, hydraulic lines) leaking oils, lubricants onto the sorting/grading equipment (cups, belts, tables)	<ul style="list-style-type: none"> Visible contamination is observed on equipment Equipment breaks down causing chemical or physical contamination Lubricants, oils and fuels leak on to food contact surfaces 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops activities (e.g., sorting, grading) Isolates any product in contact with contaminated equipment Cleans and maintains affected equipment Makes necessary changes to cleaning procedure or schedule Re-trains employees to adhere to daily/weekly cleaning and maintenance schedule Disposes of product if it has come into direct contact with contamination.
Section 11: Personal Hygiene Facilities	Personal hygiene facilities are not maintained and cleaned weekly (while in use) and daily (during peak season)	<ul style="list-style-type: none"> Washrooms are not properly stocked (paper towels, soap, sanitizer) Visible debris or contamination in facilities 	<p>The person responsible:</p> <ul style="list-style-type: none"> Ensures and confirms that hygiene facilities are cleaned and stocked Instructs employees to re-wash hands Re-trains employees on weekly/daily cleaning and maintenance schedule Re-evaluates maintenance schedule Determines whether any equipment or product has been contaminated Washes equipment as necessary Disposes of product if they have come into direct contact with contamination
Section 14: Pest Program for Buildings	The person responsible does not have an effective pest control program	<p>Evidence of pest infestation is noticed such as:</p> <ul style="list-style-type: none"> presence of rodents, animals or feces chewed boxes, walls or packaging materials nests or nesting materials 	<p>The person responsible:</p> <ul style="list-style-type: none"> Removes all feces, nesting materials rodents or animals Washes equipment and building areas as necessary Disposes of any product or packaging materials that may be contaminated Develops and implements a pest control program, hires a third party pest control company or seeks expert advice on improving pest control program Re-trains employees on use of pest controls products Re-evaluates and revises pest control program where necessary

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible does not follow the pest control program properly	<ul style="list-style-type: none"> Bait inside buildings is not secured in a trap Pest control products are used improperly and/or not registered for use in the country where they are used 	<p>The person responsible:</p> <ul style="list-style-type: none"> Removes all bait that is not secured in a trap Disposes of any product that has come in to contact with bait or other pest control products Washes any equipment that has come into contact with pest control products or pests Re-trains employees on proper use of pest control products and monitoring procedures
Section 15: Water (for Fluming and Cleaning)	The person responsible purchases/selects a water source that is not potable	<ul style="list-style-type: none"> Water test results show contamination Notification from municipality Adverse event causing contamination of source 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops using water Treats the water and re-tests to check potability before using water. Rinses (with potable water) (except for tomatoes/apples/cantaloupe/musk melons – these must be discarded) or disposes of any product that has come into contact with contaminated water
	The person responsible receives water from a source that is not potable	<ul style="list-style-type: none"> Water test results show contamination Notification from municipality Adverse event causing contamination of source 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops using water Treats the water and re-tests to check potability before using water. Rinses (with potable water) (except for tomatoes/apples/cantaloupe/musk melons – these must be discarded) or disposes of any product that has come into contact with contaminated water
	The person responsible stores water in an unclean cistern, tank or container or with a damaged lid/no lid	<ul style="list-style-type: none"> Water test results show contamination from cistern/tank/container Adverse event causing contamination of cistern/tank/container 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops using water Empties and cleans cistern/tank/container or treats water then cleans cistern/tank/container when tank is empty Re-tests to check potability before using water Repairs or replaces lid Rinses (with potable water) (except for tomatoes/apples/cantaloupe/musk melons – these must be discarded) or disposes of any product that has come into contact with contaminated water Re-trains employees on water treatment procedures

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible does not treat water properly (i.e., for potability)	<ul style="list-style-type: none"> Free chlorine test strips show that free chlorine in wash or flume water is below 2 ppm Water tests results show contamination ORP reading is below 650 mV 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops using water Treats the water and re-tests to check potability before using water. Rinses (with potable water) (except for tomatoes/apples/cantaloupe/musk melons – these must be discarded) or disposes of any product that has come into contact with contaminated water
	<p>FOR ALL COMMODITIES EXCEPT FOR SMALL FRUIT AND PROCESSING POTATOES:</p> <p>The person responsible does not use potable water to fill or replenish flumes/washers</p>	<ul style="list-style-type: none"> Water tests indicate water is contaminated 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops using water Empties the flumes/washer, cleans and refills them with potable water OR treats the water for potability. Rinses (with potable water) (except for tomatoes/apples/cantaloupe/musk melons – these must be discarded) or disposes of product in direct contact with the contaminated water
	<p>FOR ALL COMMODITIES:</p> <p>The person responsible does not treat flume or wash water to keep it potable when it is the last water in contact with product (fails to use a final potable water rinse)</p> <p>FOR LEAFY VEGETABLES ONLY:</p> <p>The person responsible does not treat flume or wash water to keep it potable when it is in contact with all product except for broccoli, cauliflower, cabbage and Brussels sprouts.</p>	<p>FOR ALL COMMODITIES:</p> <ul style="list-style-type: none"> Product is flumed or washed with water that is not kept potable and there is no final rinse step <p>FOR LEAFY VEGETABLES ONLY:</p> <ul style="list-style-type: none"> Product (other than broccoli, cauliflower, cabbage and Brussels sprouts) are flumed, cooled or washed in water that is not kept potable 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops fluming/washing and packing and identifies product that has come into contact with contaminated water Empties the flumes/washer and cleans them Treats the water for potability and re-tests OR implements a final potable water rinse Rinses (with potable water) or disposes of any product in contact with contaminated water Disposes of any products that have the potential to internalize water (e.g. tomatoes, apples, cantaloupe/musk melons, celery, spinach, rhubarb, green onions and other leafy greens) and have been immersed in contaminated water. Re-trains employees on water treatment procedures

Section	Major Deviations	Specific Examples	Corrective Action(s)
	FOR ALL COMMODITIES EXCEPT FOR SMALL FRUIT (OTHER THAN CRANBERRIES): The person responsible flumes or washes product, has no treatment to keep water potable and does not have a final potable water rinse or (FOR CRANBERRIES ONLY) proof that a final rinse occurs at processing (i.e., a letter of assurance)	<ul style="list-style-type: none"> There is no final rinse after fluming or washing (when flume/wash water is not kept potable) or (FOR CRANBERRIES ONLY) no proof that a final rinse occurs at processing (i.e., a letter of assurance) 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops washing and identifies product that has come into contact with contaminated water Empties the flumes/washer and cleans them Implements a final potable water rinse if possible or implements a water treatment system for flume/wash water or gets a letter of assurance from the processor (FOR CRANBERRIES ONLY) Rinses (with potable water) (except for tomatoes/apples/cantaloupe/musk melons – these must be discarded) or disposes of any product in contact with contaminated water Re-trains employees on water treatment procedures
	FOR TOMATOES AND APPLES ONLY: The person responsible immerses tomatoes/apples in water that is not potable and is not at least 5.5°C or 10°F warmer than the internal temperature of the tomatoes/apples (tomatoes/apples only) (i.e., internal core temperature of the tomatoes/apples is not at least 5.5°C or 10°F colder than the water)	<ul style="list-style-type: none"> Hot tomatoes/apples from the production site are flumed/washed in cold water where potability is not maintained 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops washing or fluming activities Empties the flumes/washer and cleans them Disposes of any tomatoes/apples that have been immersed in contaminated water In future, cools the tomatoes/apples or warms water so that the water is at least 5.5°C or 10°F warmer than the internal temperature of the tomatoes/apples OR treats water and re-tests to check potability
Section 16: Ice FOR COMBINED VEGETABLES, LEAFY VEGETABLES, TREE AND VINE FRUIT	The person responsible purchases/selects contaminated ice (i.e. not made from potable water)	<ul style="list-style-type: none"> Ice or water tests show contamination Adverse event occurs (spills) causing contamination 	<p>The person responsible:</p> <ul style="list-style-type: none"> Disposes of ice Determines whether product has been contaminated and isolates and disposes of any product in contact with contaminated ice
	The person responsible does not receive ice that was purchased	<ul style="list-style-type: none"> No letter of assurance Visible contaminants in ice (dirt, debris) 	<p>The person responsible:</p> <ul style="list-style-type: none"> Refuses and reorders ice or requests a letter of assurance and does not use the ice until the letter is received Disposes of contaminated ice Identifies and disposes of any product in contact with contaminated ice

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 17: Packaging Materials	The person responsible fails to clean harvested product packaging materials properly annually	<ul style="list-style-type: none"> Harvested product packaging materials have dirt, debris, etc. 	The person responsible: <ul style="list-style-type: none"> Stops harvesting Cleans packaging materials according to SSOP Disposes of any product in contact with contaminated packaging materials Retrains employees on cleaning procedures for packaging materials
	The person responsible fails to clean reusable (non-porous) packaging materials properly before use	<ul style="list-style-type: none"> Reusable packaging materials have dirt or debris or are damaged 	The person responsible: <ul style="list-style-type: none"> Stops packing Cleans reusable packaging according to SSOP Disposes of or rewashes any product in contact with contaminated packaging Retrains employees on cleaning procedures for reusable packaging
	FOR MUSHROOMS FOR REPACKING ONLY: The person responsible fails to check or use the appropriate market ready packaging materials	<ul style="list-style-type: none"> Packaging materials do not have a minimum of two 3.0 mm holes situated over the top of the mushrooms 	The person responsible: <ul style="list-style-type: none"> Stops repacking Ensures the appropriate packaging materials were used. If not, disposes of product or repacks the product using the appropriate packaging materials Retrains employees on appropriate packaging materials
	The person responsible fails to check market ready packaging materials before use	<ul style="list-style-type: none"> Packaging materials are damaged, or dirty The wrong packaging materials are reused e.g., porous packaging materials are reused without a new liner; packaging materials marked as not for reuse are used 	The person responsible: <ul style="list-style-type: none"> Stops packing Checks packed product for dirty or damaged packaging Disposes or rewashes any product in contact with contaminated packaging Disposes of any damaged and unusable packaging Washes any reusable packaging Re-trains employees on procedures for inspecting and using market ready packaging
Section 18: Growing and Harvesting	The person responsible harvests product without allowing the proper interval (of more than 120 days) to elapse between the application of manure and harvest		The person responsible: <ul style="list-style-type: none"> Identifies which fields/plantings/orchards/blocks/products are affected Disposes of product

Section	Major Deviations	Specific Examples	Corrective Action(s)
	The person responsible harvests product without allowing the pre-harvest interval to elapse for the application of agricultural chemicals		The person responsible: <ul style="list-style-type: none"> Identifies which fields/plantings/orchards/blocks/products are affected Disposes of product
Section 19: Sorting, Grading, Packing, Repacking, Storing and Brokerage	The person responsible receives harvested/market product from an operation not following a food safety program or without a current/valid certificate		The person responsible: <ul style="list-style-type: none"> Refuses the product and reorders the product; or asks for a current/valid certificate and does not pack or sell the product until it is received
	The person responsible selects/purchases services from an outside service provider that is not following a food safety program or is without a current/valid certificate	<ul style="list-style-type: none"> Providers of outside services that are performed on behalf of the operation (e.g., packing, icing, washing, a standalone storage operation, etc.) do not have CanadaGAP or other industry recognized third party food safety audit/certification 	The person responsible: <ul style="list-style-type: none"> Cancels services or asks for a current/valid certificate and does not continue with the service until it is received
	FOR COMBINED VEGETABLES AND TREE AND VINE FRUIT ONLY: The person responsible receives contaminated wax	<ul style="list-style-type: none"> Wax is received without a letter of assurance or letter of no objection 	The person responsible: <ul style="list-style-type: none"> Refuses and reorders wax or asks for a letter of assurance or letter of no objection and does not wax product until the letter is received
	FOR COMBINED VEGETABLES AND TREE AND VINE FRUIT ONLY: The person responsible uses contaminated wax to wax product or uses the wrong product	<ul style="list-style-type: none"> Manufacturer recalls wax, person responsible uses the wrong product when waxing 	The person responsible: <ul style="list-style-type: none"> Stops waxing Identifies which product has been contaminated and disposes of affected product

Section	Major Deviations	Specific Examples	Corrective Action(s)
Section 20: Storage of Product	The person responsible selects a storage area that could contaminate product or packaging material	<ul style="list-style-type: none"> Garbage, spills or other contaminants in the storage Lighting not covered or shatterproof Broken glass or lights in the storage <p>FOR POTATOES ONLY:</p> <ul style="list-style-type: none"> Lights left on 	<p>The person responsible:</p> <ul style="list-style-type: none"> Isolates any contaminated product or packaging Cleans and maintains the storage area (i.e., storage for product and market ready packaging materials) Replaces broken lights with shatterproof or covered lighting Selects another storage area if storage area cannot be cleaned (i.e., is not usable) Disposes of product and market ready packaging materials that have come into direct contact with contamination <p>FOR POTATOES ONLY:</p> <ul style="list-style-type: none"> If potatoes are exposed to light for extended periods of time they must be (re)sorted to remove any green potatoes.
	<p>FOR TREE AND VINE FRUIT ONLY:</p> <p>The person responsible applies the incorrect chemical during drenching</p>	<ul style="list-style-type: none"> Chemical used is not registered for use on the applicable tree and vine fruit 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops drenching activities Identifies which fruit is affected Disposes of fruit
	<p>FOR TREE AND VINE FRUIT ONLY:</p> <p>The person responsible does not follow the label directions during drenching</p>	<ul style="list-style-type: none"> Too much or too little agricultural chemical is applied Agricultural chemical is mixed incorrectly 	<p>The person responsible:</p> <ul style="list-style-type: none"> Stops drenching activities Identifies which fruit is affected Obtains expert advice on the risk of contamination and, if necessary, disposes of fruit Re-trains employees or takes refresher training on applying agricultural chemicals

23.3 Crisis Management

REQUIREMENT

A crisis management plan must be established in the event that product needs to be recalled.

PROCEDURES:

Note: Recall procedures and forms are included in Appendix S: Recall Program. (Further information on recalls when wholesaling is available from CFIA at: <http://www.inspection.gc.ca/english/fssa/recarapp/rap/dgguide.shtml>)

- ☐ Annually – The person responsible reviews Appendix S: Recall Program OR _____ and updates recall team names and contact information below:

Recall Team [as of (date) _____]

Record the names and contact information for each member of the recall team. Include, if possible, work, mobile and after-hours contact numbers. (Note, for some operations the recall team may consist of only one person)

	Name	Contact Information
Recall Coordinator(s)		
Recall Team Members		

- ☐ The person responsible keeps lists of all product suppliers and customers with up-to-date contact information
- ☐ Annually – The person responsible conducts a mock recall to test the effectiveness of the traceability system by completing the forms in *Appendix S: Recall Program* OR _____
(File completed forms under Tab: Recall Program)

Note: Refer to *Appendix R: How to Conduct A Mock Recall – An Example*

- If an abnormal event occurs that causes contamination of product, the person responsible follows the following basic steps to manage the risk of contamination of product:
 - ☐ Stops current activity (if applicable) (e.g. shuts down packing line) to prevent further contamination
 - ☐ Identifies and, if possible, isolates the product and equipment affected
 - ☐ Notifies authorities/person responsible
 - ☐ Determines whether product has been contaminated
 - ☐ Determines and conducts appropriate course of action (e.g. disposes of product, cleans equipment)
 - ☐ Approves the release of unaffected product
 - ☐ Identifies cause of problem and undertakes preventive measures (e.g., preventive maintenance, training of employees)
 - ☐ Records this information on Form (R) (Deviations and Corrective Actions) OR _____

Note: This basic procedure can be used in the case of most adverse events such as blood on product, flooding event, portable toilet spilling into the production site, hydraulic line breaks and fluid leaks on to product.

Example 1: Employee cuts hand during packing/repacking and product is contaminated with blood. The person responsible or employee:

- Stops packing/repacking line
- Holds product on the line
- Sends injured employee for immediate medical attention
- Disposes of product in the vicinity
- Notifies person responsible (if applicable)
- Identifies which product and equipment is contaminated and isolates product to prevent further contamination
- Disposes of all contaminated product and cleans and disinfects all affected equipment
- Approves the release of unaffected product
- Re-trains all employees on workplace safety practices and policies

- Performs required maintenance of equipment if faulty equipment caused injury
- Records information on Form (R) Deviations and Corrective Actions

Example 2: A hydraulic line breaks during mechanical harvest and fluid leaks into the production site. The person responsible or employee:

- Stops harvester
- Prevents further leaking of fluid into production site if possible
- Identifies which product (production sites, plantings, rows) and equipment is contaminated
- Notifies person responsible (if applicable)
- Disposes of all contaminated product
- Approves the release of unaffected product
- Repairs and cleans harvester and reviews and updates preventive maintenance schedule
- Records information on Form (R) Deviations and Corrective Actions

- ☐ In the event that the product has left the premises, food safety has been compromised and the public is at risk, the person responsible initiates the Recall process
- ☐ The person responsible contacts and informs the certification body (if certified) when a recall occurs

23.4 Complaint Handling

REQUIREMENT	<i>A complaint handling system must be established to manage complaint data and control and correct shortcomings in food safety.</i>
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PROCEDURES:

- ☐ The person responsible has a system in place to receive, document and take action in response to complaints (e.g. from customers, consumers etc.)
- ☐ The person responsible records complaints received on Form (R) Deviations and Corrective Actions
OR _____
- ☐ The person responsible includes a review of all complaints during the annual review of the Food Safety Program (See Section 24: HACCP Plan and Food Safety Program Maintenance and Review)

23.5 Food Defense

REQUIREMENT	<i>Food defense risks must be addressed and a system to reduce or eliminate identified risks must be in place. Potential threats to food security in all phases of the operation must be identified and assessed.</i>
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PROCEDURES:

- ☐ Responsibility for food defense/security is assigned to a knowledgeable person(s) [record name(s) here: _____]
- The person responsible ensures that:
 - ☐ All commodity starter products/harvested products/other inputs are from safe and secured sources
 - ☐ All product handling and storage areas are safe and secured
 - ☐ All market product is safe and secured
 - ☐ All transportation is safe and secured

Note: Refer to the appropriate sections for input/product/transportation requirements. Refer to Section 13: Visitor Policy for more information on controlled access areas. Refer to Form (A) Buildings Sketch and Agricultural Chemical Storage Checklist to ensure all areas have been considered.

- ☐ The person responsible assesses potential food defense/security risk factors by completing Form (T) Food Defense OR _____

Note: Refer to the chart provided in Appendix T: Food Defense: Assessment of Possible Risks and List of Security Measures to help with your assessment.

- ☐ The person responsible has information on all employees and visitors that can be found within the following records (e.g., employee records, Form L, etc.): _____
- In case of an intentional threat/incident, the person responsible has procedures for corrective actions in place which include:
- ☐ Investigating threats (e.g., signs of tampering, malicious, criminal or terrorist actions, etc.)
 - ☐ Alerting the appropriate people (e.g., law enforcement, public health authorities, customers, consumers, etc.)
 - ☐ Recalling product (if necessary)
 - ☐ Evaluating security measures to reduce the risk of reoccurrence
- ☐ The person responsible reviews all threats/security measures during the annual review of the Food Safety Program (See Section 24: HACCP Plan and Food Safety Program Maintenance and Review)

23.6 Allergens

Allergens that are present on site may be a source of cross-contamination. An assessment of potential allergens will help to determine whether additional control measures are required.

REQUIREMENT	<i>An allergen program is in place to ensure that cross contamination does not occur.</i>
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PROCEDURES:

- ☐ The person responsible has procedures in place to avoid cross contamination of product with allergens not present in the product (e.g., from production site, packing/repacking line, vehicle, storage, etc.)
- ☐ If undeclared allergens are handled (e.g. sorted, graded, packed, trimmed) on equipment used for market product, the equipment is cleaned before it is used for market product (Refer to *Section 8.2 Use, Cleaning, Maintenance, Repair and Inspection* for equipment cleaning and record keeping procedures), and if necessary, precautionary labelling is used.
- ☐ Sulphites [e.g. sulphur dioxide (SO₂)] are not used on market product (EXCEPT table grapes)
- ☐ The person responsible labels product (e.g., on packaging materials) with allergen information (if applicable) (*Refer to the CFIA website for more information on labelling requirements in Canada: <http://www.inspection.gc.ca/food/labelling/core-requirements/ingredients/allergen-labelling/eng/1332352596437/1332352683099>*)
- ☐ The person responsible performs an annual review of the allergen program and makes any updates or changes necessary

- ☐ Annually – The person responsible assesses potential risks from allergens and records the information Form (S) Allergen Information - Assessment OR _____

23.7 Food Fraud

REQUIREMENT

Food fraud vulnerabilities must be assessed and a plan must be in place to reduce or eliminate any identified vulnerabilities.

PROCEDURES:

- ☐ Responsibility for food fraud is assigned to a knowledgeable person(s) [record name(s) here: _____]
- ☐ The person responsible assesses potential food fraud vulnerabilities by completing Form (U) Food Fraud Vulnerability Assessment OR _____
- ☐ The person responsible implements any food fraud mitigation measures identified on Form (U) Food Fraud Vulnerability Assessment

Confirmation/Update Log:

Date						
Initials						

24. HACCP Plan and Food Safety Program Maintenance and Review

Forms Required

N/A

RATIONALE:

A site-specific HACCP plan ensures that hazards specific to the operation are identified and controlled in a systematic way. The operation's program needs to be maintained continuously to ensure success. An annual review allows the person responsible and senior management of the company to ensure that the CanadaGAP Food Safety Manual is being followed effectively. A review determines if any problems were encountered during the growing/harvesting/storing/packing/repacking season. The result of a review is a more effective and efficient Food Safety program.

IMPORTANT NOTE

It is assumed throughout the manual that EACH of the requirements (along with their procedures) are to be considered in terms of food safety. The risks are from those hazards that are in "direct contact with product" OR that may have an "impact on food safety through cross contamination".

FOR REPACKING AND WHOLESALING OPERATIONS ONLY

24.1 Site-Specific HACCP Plan

REQUIREMENT

A site-specific HACCP plan must be implemented and documented.

PROCEDURES:

- ☐ The person responsible documents and implements a site-specific HACCP plan for the operation (Refer to Appendix V: Repacking and Wholesale Generic HACCP Model Workbook – An Example: for information and resources to help with the development of a site-specific HACCP plan)
- ☐ The person responsible annually reviews the site-specific HACCP plan to ensure it is scientifically correct, complete and has been updated to reflect current conditions and changes

FOR ALL OPERATIONS

24.2 Protocols

REQUIREMENT

Your food safety program must be continuously maintained. A protocol must be in place to review the CanadaGAP Food Safety Manual annually to ensure complete and effective implementation. Senior management must demonstrate its commitment to the continuing suitability, adequacy, effectiveness and improvement of the company's food safety system, including related policies and procedures.

PROCEDURES:

- ☐ The person responsible maintains the operation's food safety program on an ongoing basis
- ☐ The person responsible reviews previous audit findings (if applicable) and determines whether there are opportunities for continuous improvement

- ☐ The person responsible ensures that the most current updated pages issued by CanadaGAP are used when reviewing the CanadaGAP Food Safety Manual Fresh Fruits and Vegetables

Note: *Revisions are available on the CanadaGAP web site (www.canadagap.ca).*

- ☐ The person responsible annually reviews the CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables by completing and updating the applicable sections and forms of the Manual
- ☐ The person responsible annually reviews the major deviations and complaints and makes any necessary changes to food safety policies and procedures
- ☐ Annually - The person responsible conducts a pre-audit by performing an internal audit of the entire operation by completing the CanadaGAP Self-Assessment Checklist or Audit Checklist (File under Tab: _____), or by using an outside party (Download checklists at www.canadagap.ca)
- ☐ The person responsible reviews the internal audit findings and makes any necessary changes to food safety policies and procedures
- ☐ The person responsible records that the CanadaGAP Manual has been annually reviewed by initialling the Confirmation/Update Log at the end of each section and below

Confirmation/Update Log:

Date						
Initials						

COMPENDIUM OF FOOD SAFETY FORMS

INDEX

Form	Title	CanadaGAP Version Number and Issue Date	Form Location*
ANNUAL FORMS			
A.	Buildings Sketch and Agricultural Chemical Storage Checklist	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
B.	Storage Assessment	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
C.	Employee Personal Hygiene and Food Handling Practices Policy – Production Site	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
D.	Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
E.	Pest Control for Buildings	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
F.	Water (for Fluming and Cleaning) Assessment	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
S.	Allergen Information - Assessment	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
T.	Food Defense	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
U.	Food Fraud Vulnerability Assessment	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
V.	Production Site Assessment	Version 7.1 2018	FOOD SAFETY MANUAL (Tab: FORMS)
ONGOING FORMS			
G.	Cleaning, Maintenance and Repair of Buildings	Version 7.1 2018	
H1.	Agronomic Inputs (Agricultural Chemicals)	Version 7.1 2018	
H2.	Agronomic Inputs (Other)	Version 7.1 2018	
H3.	Agricultural Chemical Application (During Packing)	Version 7.1 2018	
I.	Equipment Cleaning, Maintenance and Calibration	Version 7.1 2018	
J.	Cleaning and Maintenance – Personal Hygiene Facilities	Version 7.1 2018	
K.	Training Session	Version 7.1 2018	
L.	Visitor Sign-In Log	Version 7.1 2018	
M.	Pest Monitoring for Buildings	Version 7.1 2018	
N1.	Water Treatment Control and Monitoring	Version 7.1 2018	
N2.	Water Temperature Control and Monitoring	Version 7.1 2018	
O.	Transporting Product	Version 7.1 2018	
P1.	Harvesting and Storing Potatoes	Version 7.1 2018	
P2.	Harvesting and Storing Product	Version 7.1 2018	
Q.	Packing, Repacking, Storing and Brokerage of Market Product	Version 7.1 2018	
R.	Deviations and Corrective Actions	Version 7.1 2018	

* Refers to where you place/keep/store your Forms (e.g., office, washroom door, entrance to packinghouse)

ANNUAL

B. Storage Assessment

Instructions: This Form must be completed prior to using storages for the first time in a season (use one Form per storage for harvested and market product). If an item is not applicable, indicate N/A. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.

Completed by: _____ Date: _____ Page _____ of _____

Storage ID #/ Name: _____

Requirement	Yes (✓)	No (✓)	Action Taken if Answered "No"
Storage is secured (e.g., with a lock) when unsupervised?			
Lights in the storage area are shatterproof or covered?			
Product in the storage area is kept in proper conditions (e.g., on pallets)?			
Product is stored away from leaky areas (e.g., from roofs, pipes, condensation)?			
When the storage is in use, production site equipment and fertilizers are stored and repaired elsewhere? Agricultural chemicals are never stored in product storages?			
Treated seed is stored according to the label directions (i.e., stored away from product)?			
Oil/gas furnace is exhausting outside the storage?			
When the storage is in use, oil/fuel storage tanks are stored elsewhere or contained to prevent contamination of product?			
Floor of the storage is clean and free from contaminants (e.g., oil, wood, plastic, glass, metal, garbage, chemicals)?			
Walls/ceilings of storage are clean and in good condition (e.g., free from contamination from oil, wood, plastic, glass, metal, garbage, chemicals)?			
The storage is a no-smoking zone?			
Storage is free from animals (wild or domestic) or evidence of animals (droppings) and other pests (birds, insects, rodents)?			
FOR POTATOES ONLY: Potatoes in storage are kept in the dark?			
FOR POTATOES ONLY: Potatoes are free from direct contact with pressure treated wood?			
Other (specify):			

How and when was the storage cleaned? (describe): _____

Confirmation/Update Log:

Date						
Initials						

C. Employee Personal Hygiene and Food Handling Practices Policy – Production Site

ANNUAL

Instructions: This Form is intended to assist you in setting your policy, to itemize the policy components and to be used as a training tool and possible handout to employees. All items need to be addressed during the training session for employees. Write N/A beside those not applicable to your operation.

Completed by: _____ **Date:** _____

<p>Employee Illness, Disease and Injury</p> <ul style="list-style-type: none"> <input type="checkbox"/> Persons able to transmit, or suffering from, a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella, <i>E. coli</i> O157:H7) and those with a temporary illness (e.g., bad cold, diarrhea and vomiting) are advised to see a doctor <input type="checkbox"/> Employees are trained on the role and responsibility they play in preventing the contamination of product <input type="checkbox"/> Open wounds are treated and covered with a waterproof covering (e.g., rubber gloves) 	<p>Employee Hand Washing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hands are washed and dried: <ul style="list-style-type: none"> • Before beginning work each day • Before entering the production site • Before putting on gloves (if used) • After every visit to the washroom • After a break or meal • After smoking • After hand-to-face contact (e.g., coughing, sneezing, blowing nose) • After applying sunscreen and insect repellent • After handling any materials other than the product (e.g., fuelling equipment, spraying) <input type="checkbox"/> Hands and reusable gloves (except cloth) are washed using proper hand washing techniques: <ul style="list-style-type: none"> • Wet hands, lather soap for approximately 20 seconds • Scrub well (especially fingernails and knuckles) • Use fingernail brushes if needed/required • Rinse • Dry hands and wrists with paper towel <input type="checkbox"/> If no water is available, hand wipes and hand sanitizer are used <input type="checkbox"/> Hand wipe and hand sanitizer use: <ul style="list-style-type: none"> • Use hand wipes to facilitate soil/organic matter/juice etc. removal AND • Use one squirt of waterless, antibacterial, alcohol-based product <input type="checkbox"/> Gloves are not worn as a substitute for hand washing
<p>Employee Biosecurity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees are aware of their surroundings and the people they come in contact with, in and around the production site <input type="checkbox"/> Employees inform person responsible (name of person responsible: _____) of unknown visitors <input type="checkbox"/> Employees are trained in precautions they need to take when moving between production areas (e.g., from livestock areas/field to storage/packhouse) 	
<p>Production Practices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees are trained to inspect each container and harvest only into clean containers <input type="checkbox"/> Employees are trained to not stand in or on packaging materials or accessories unless potential contamination risks are mitigated (e.g., wear different footwear, booties, materials are protected with new cardboard, etc.) <input type="checkbox"/> Employees are trained to visually inspect product during harvest to look for evidence of unusual animal or bird activity (i.e., excrement) and discards product if it has been contaminated <input type="checkbox"/> Employees are trained to touch only the sides of ladders, not the rungs <input type="checkbox"/> Employees are trained not to harvest product that has touched the ground (FOR TREE AND VINE FRUIT ONLY) <input type="checkbox"/> Employees are trained not to harvest product that has fallen on the ground (FOR SMALL FRUIT ONLY) 	

Employee Glove and Apron Use

- ☐ Gloves are used
- ☐ Aprons are used

If gloves and aprons are not used, proceed to the next sub-section

Note: Working effects must be provided by the operation, not by the employee.

- ☐ Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride, polyurethane or cloth (canvas/leather gloves may be used for potatoes and bulb and root vegetables ONLY)
- ☐ Hands are washed and dried, before gloves are put on and after they are removed
- ☐ Gloves are removed when leaving the work area and replaced upon return.
- ☐ If gloves are not new, they are washed (using proper hand washing technique):
 - after being put back on and/or
 - when changing tasks that could potentially contaminate the product
- ☐ If made of cloth, gloves are laundered daily by the operation [excludes canvas/leather gloves used to handle potatoes and bulb and root vegetables (e.g., carrots, onions, garlic, rutabagas)]
- ☐ Aprons:
 - are worn when employees hold product against their upper body (e.g., to trim product)
 - are made of rubber
 - if reusable are washed daily by the operation
- ☐ Gloves and aprons are replaced when ripped or worn out

Other

- ☐ Employees know the difference between and how to handle major and minor food safety deviations
- ☐ Employees adhere to the following:
 - Always use toilet facilities
 - Always dispose of toilet paper in toilet (i.e., not in garbage can)
 - Never spit
 - Dispose of waste in designated containers
 - Eat food, drinks, gum, candy or use tobacco products (including chewing tobacco and snuff) only in areas designated for this purpose (e.g., outside, in lunchroom)
 - Put personal effects in designated areas (e.g., lunches, clothing, shoes, smoking materials, electronic devices, etc.)

Confirmation/Update Log:

Date						
Initials						

D. Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage

ANNUAL

Instructions: This Form is intended to assist you in setting out your policy, to itemize the policy components and to be used as a training tool and possible handout to employees. All items need to be addressed during the training session for employees. Write N/A beside those not applicable to your operation. (This form is also intended for employees who are handling market ready packaging materials.)

Completed by: _____ **Date:** _____

<p>Employee Illness, Disease and Injury</p> <ul style="list-style-type: none"> <input type="checkbox"/> Persons able to transmit or suffering from a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella, <i>E. coli</i> O157:H7) and those with a temporary illness (e.g., bad cold, diarrhea and vomiting) are advised to see a doctor <input type="checkbox"/> Employees are trained on the role and responsibility they play in preventing the contamination of product <input type="checkbox"/> Open wounds are treated and covered with a waterproof covering (e.g., rubber gloves) 	<p>Employee Hand Washing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hands are washed and dried: <ul style="list-style-type: none"> • Before beginning work each day • Before putting on gloves (if used) • After every visit to the washroom • After a break or meal • After smoking • After hand-to-face contact (e.g., coughing, sneezing, blowing nose) • After applying insect repellent • After handling any materials other than the product (e.g., garbage, cleaning and maintenance materials) <input type="checkbox"/> Hands and reusable gloves are washed using proper hand washing techniques: <ul style="list-style-type: none"> • Wet hands, lather soap for approximately 20 seconds • Scrub well (especially fingernails and knuckles) • Use fingernail brushes if needed/required • Rinse • Dry hands and wrists with paper towel <input type="checkbox"/> If no water is available, hand wipes and hand sanitizer are used <input type="checkbox"/> Hand wipe and hand sanitizer use: <ul style="list-style-type: none"> • Use hand wipes to facilitate soil/organic matter/juice etc. removal AND • Use one squirt of waterless, antibacterial, alcohol-based product <input type="checkbox"/> Gloves are not worn as a substitute for hand washing
<p>Employee Cleanliness, Footwear and Hair</p> <ul style="list-style-type: none"> <input type="checkbox"/> A degree of personal cleanliness is maintained which includes starting each day wearing clean clothing and (specify other) _____ <input type="checkbox"/> Clean footwear is always worn (no dirt or other foreign matter) <input type="checkbox"/> Long hair touching the shoulders is restrained (e.g., hat, hairnet, tied) 	<p>Employee Biosecurity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees are aware of their surroundings and the people they come in contact with, in and around the packinghouse/product storage <input type="checkbox"/> Employees inform person responsible (name of person responsible: _____) of unknown visitors <input type="checkbox"/> Employees are trained in precautions they need to take when moving between production areas (e.g., from livestock areas/field to storage/packinghouse)
<p>Production Practices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees adhere to the following: <input type="checkbox"/> Only authorized employees handle market product <input type="checkbox"/> Only authorized employees may enter controlled-access areas <input type="checkbox"/> Employees are trained to not stand in or on packaging materials or accessories unless potential contamination risks are mitigated (e.g., wear different footwear, booties, materials are protected with new cardboard, etc.) <input type="checkbox"/> Employees are trained to touch only the sides of ladders, not the rungs 	
<p>Employee Jewellery and Other Personal Effects</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bracelets, necklaces and other jewellery (except for rings) are not worn <input type="checkbox"/> Rings are covered with gloves <input type="checkbox"/> False fingernails, false eyelashes or other such effects are not worn <input type="checkbox"/> Items are removed from shirt pockets (e.g., pens, etc.) <input type="checkbox"/> Loose buttons on shirts/jackets are fixed 	

Employee Glove and Apron Use

- ☐ Gloves are used
- ☐ Aprons are used

If gloves and aprons are not used, proceed to the next sub-section

Note: Working effects must be provided by the operation, not by the employee.

- ☐ Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride or polyurethane
- ☐ Hands are washed and dried, before gloves are put on and after they are removed
- ☐ Gloves are removed when leaving the work area and replaced upon return
- ☐ If gloves are not new, they are washed (using proper hand washing technique):
 - after being put back on and/or
 - when changing tasks that could potentially contaminate the product.
- ☐ Canvas/leather gloves may be used to handle harvested potatoes and bulb and root vegetables (e.g., carrots, onions, garlic, rutabagas) and do not require daily laundering
- ☐ Aprons:
 - are worn when they hold product against their upper body (e.g., to trim product)
 - are made of rubber
 - if reusable are washed daily by the operation
- ☐ Gloves and aprons are replaced when ripped or worn out.

Other

- ☐ Employees know the difference between and how to handle major and minor food safety deviations
- ☐ Employees adhere to the following:
 - Always use toilet facilities
 - Always dispose of toilet paper in toilet (i.e., not in garbage can)
 - Never spit
 - Eat food, drinks, gum, candy or use tobacco products (including chewing tobacco and snuff) only in areas designated for this purpose (e.g., outside, in lunchroom)
 - Put personal effects in designated areas (e.g., lunches, clothing, shoes, smoking materials, electronic devices, etc.)
 - Dispose of waste in designated containers

Confirmation/Update Log:

Date						
Initials						

E. Pest Control for Buildings

Instructions: For each type of pest being controlled, specify the pest control method used. This Form is to be completed annually. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.

Completed by: _____ Date: _____ Page _____ of _____

Building ID #/Name: _____

Pest	Control Method and Description	Person Responsible									
Birds	Around building exterior <input type="checkbox"/> Deterrent or other devices (specify) _____										
	Inside building <input type="checkbox"/> Deterrent or other devices (specify) _____										
Rodents	Around building exterior (perimeter) <input type="checkbox"/> Bait (specify type) _____ <input type="checkbox"/> Traps (specify type) _____ <input type="checkbox"/> Chemicals (specify below) <table border="1"> <tr> <td>Name of chemical</td><td>PCP #</td><td>Concentration</td></tr> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td></tr> </table> <input type="checkbox"/> Other (specify) _____	Name of chemical	PCP #	Concentration							
	Name of chemical	PCP #	Concentration								
	Inside building <input type="checkbox"/> Traps (specify type) _____ <input type="checkbox"/> Other (specify) _____										
Insects	Around building exterior <input type="checkbox"/> Bait (specify type) _____ <input type="checkbox"/> Traps (e.g., glue boards, sticky traps) _____ <input type="checkbox"/> Chemicals (specify below) <table border="1"> <tr> <td>Name of chemical</td><td>PCP #</td><td>Concentration</td></tr> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td></tr> </table> <input type="checkbox"/> Other (specify) _____	Name of chemical	PCP #	Concentration							
	Name of chemical	PCP #	Concentration								
	Inside building <input type="checkbox"/> Traps (e.g., glue boards, sticky traps) _____ <input type="checkbox"/> Chemicals (specify below) <table border="1"> <tr> <td>Name of chemical</td><td>PCP #</td><td>Concentration</td></tr> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td></tr> </table> <input type="checkbox"/> Other (specify) _____	Name of chemical	PCP #	Concentration							
Name of chemical	PCP #	Concentration									
Other (specify)	_____ _____ _____										

Confirmation/Update Log:

Date						
Initials						

F. Water (for Fluming and Cleaning) Assessment

Instructions: Complete and/or update annually for all water sources. Check off (✓) those items that apply. Make additional copies as necessary and complete Page ___ of ___ to indicate more than one page if required.

Completed by: _____ Date: _____ Page _____ of _____

Water source (e.g., municipal, well, surface)	Re- cycle d (✓)?	Stored (✓)?	Commodity ***	Use	Method	Items to Assess (check each item)	Water tests			Corrective Actions (*see examples below)	Cleaning & Treatment**
							When will the water first be used?	Dates			
								Prior to use test	2 nd water test		
				<input type="checkbox"/> Fluming <input type="checkbox"/> Hydro-cooling/ cooling <input type="checkbox"/> Washing <input type="checkbox"/> Drenching <input type="checkbox"/> Final rinse <input type="checkbox"/> FOR POTATOES ONLY: Chemical application (during packing) <input type="checkbox"/> Wetting packaging accessories <input type="checkbox"/> Humidity/Misting <input type="checkbox"/> Hand washing <input type="checkbox"/> Cleaning equipment/ containers/building <input type="checkbox"/> Ice	<input type="checkbox"/> Pit <input type="checkbox"/> Spray <input type="checkbox"/> Hose <input type="checkbox"/> Tap <input type="checkbox"/> Dump tank <input type="checkbox"/> Pressure wash <input type="checkbox"/> Other:____ _____ _____	<input type="checkbox"/> Animal access <input type="checkbox"/> Runoff <input type="checkbox"/> Working condition of well/pipes <input type="checkbox"/> Other possible hazards assessed (describe): _____ _____ _____					<input type="checkbox"/> Cleaned <input type="checkbox"/> Treated <input type="checkbox"/> Cistern <input type="checkbox"/> Well <input type="checkbox"/> Other: Using Appendix: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H <input type="checkbox"/> OR _____
				<input type="checkbox"/> Fluming <input type="checkbox"/> Hydro-cooling/ cooling <input type="checkbox"/> Washing <input type="checkbox"/> Drenching <input type="checkbox"/> Final rinse <input type="checkbox"/> FOR POTATOES ONLY: Chemical application (during packing) <input type="checkbox"/> Wetting packaging accessories <input type="checkbox"/> Humidity/Misting <input type="checkbox"/> Hand washing <input type="checkbox"/> Cleaning equipment/ containers/building <input type="checkbox"/> Ice	<input type="checkbox"/> Pit <input type="checkbox"/> Spray <input type="checkbox"/> Hose <input type="checkbox"/> Tap <input type="checkbox"/> Dump tank <input type="checkbox"/> Pressure wash <input type="checkbox"/> Other:____ _____ _____	<input type="checkbox"/> Animal access <input type="checkbox"/> Runoff <input type="checkbox"/> Working condition of well/pipes <input type="checkbox"/> Other possible hazards assessed (describe): _____ _____ _____					<input type="checkbox"/> Cleaned <input type="checkbox"/> Treated <input type="checkbox"/> Cistern <input type="checkbox"/> Well <input type="checkbox"/> Other: Using Appendix: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H <input type="checkbox"/> OR _____

				<input type="checkbox"/> Fluming <input type="checkbox"/> Hydro-cooling/cooling <input type="checkbox"/> Washing <input type="checkbox"/> Drenching <input type="checkbox"/> Final rinse <input type="checkbox"/> FOR POTATOES ONLY: Chemical application (during packing) <input type="checkbox"/> Wetting packaging accessories <input type="checkbox"/> Humidity/Misting <input type="checkbox"/> Hand washing <input type="checkbox"/> Cleaning equipment/containers/building <input type="checkbox"/> Ice	<input type="checkbox"/> Pit <input type="checkbox"/> Spray <input type="checkbox"/> Hose <input type="checkbox"/> Tap <input type="checkbox"/> Dump tank <input type="checkbox"/> Pressure wash <input type="checkbox"/> Other:____ _____ _____	<input type="checkbox"/> Animal access <input type="checkbox"/> Runoff <input type="checkbox"/> Working condition of well/pipes <input type="checkbox"/> Other possible hazards assessed (describe): _____ _____ _____					<input type="checkbox"/> Cleaned <input type="checkbox"/> Treated <input type="checkbox"/> Cistern <input type="checkbox"/> Well <input type="checkbox"/> Other: Using Appendix: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H <input type="checkbox"/> OR _____
				<input type="checkbox"/> Fluming <input type="checkbox"/> Hydro-cooling/cooling <input type="checkbox"/> Washing <input type="checkbox"/> Drenching <input type="checkbox"/> Final rinse <input type="checkbox"/> FOR POTATOES ONLY: Chemical application (during packing) <input type="checkbox"/> Wetting packaging accessories <input type="checkbox"/> Humidity/Misting <input type="checkbox"/> Hand washing <input type="checkbox"/> Cleaning equipment/containers/building <input type="checkbox"/> Ice	<input type="checkbox"/> Pit <input type="checkbox"/> Spray <input type="checkbox"/> Hose <input type="checkbox"/> Tap <input type="checkbox"/> Dump tank <input type="checkbox"/> Pressure wash <input type="checkbox"/> Other:____ _____ _____	<input type="checkbox"/> Animal access <input type="checkbox"/> Runoff <input type="checkbox"/> Working condition of well/pipes <input type="checkbox"/> Other possible hazards assessed (describe): _____ _____ _____					<input type="checkbox"/> Cleaned <input type="checkbox"/> Treated <input type="checkbox"/> Cistern <input type="checkbox"/> Well <input type="checkbox"/> Other: Using Appendix: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H <input type="checkbox"/> OR _____

Assessment Guide: Assessment should include runoff from agricultural chemicals, fuels or manure; contamination in pipes, cleanliness of cistern etc.

***Corrective Actions:**

- | | |
|--------------------------------------|---|
| -Install devices to prevent backflow | -Test water for Total Coliforms and <i>E. coli</i> using an accredited lab conforming to ISO 17025 or equivalent |
| -Consult with experts | <i>Appendix A: Shock Chlorination of Well Water – An Example</i> |
| -Install filtration | <i>Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example</i> |
| -Use alternate source | <i>Appendix H: Cleaning and Treating Cisterns – An Example</i> |
| -Level ground to prevent runoff | |

****Cleaning & Treatment:** ✓ to indicate cleaning &/or treatment, what was cleaned/treated, which instructions were followed or what treatment method used (e.g., UV)

*** Assess water uses for each commodity and ensure water tests are taken at the appropriate time(s)

Confirmation/Update Log:

Date						
Initials						

G. Cleaning, Maintenance and Repair of Buildings

Instructions: An inspection of both the interior and exterior of your buildings (e.g., packinghouse, storages) (except agricultural chemical storage buildings) must be conducted monthly [when in use and where possible (i.e., not a sealed storage)] and the following checklist completed. Place N/A if certain structures are not applicable to your operation.

Completed by: _____ **Date:** _____

Building ID #/Name: _____

Interior of Building (Permanent Structures)	Exterior of Building (Permanent Structures)
<ul style="list-style-type: none"> <input type="checkbox"/> No holes/crevices/leaks in the building (e.g., walls, windows, screens) <input type="checkbox"/> Lights are shatterproof and adequate (e.g., packinghouse is bright while potato storages are dark) <input type="checkbox"/> No pipes or condensation leaking <input type="checkbox"/> Floor drainage is good (floor sloped, drain covers clear) <input type="checkbox"/> Floors, walls and ceilings are clean and free from garbage, spills, rodent droppings, etc. <input type="checkbox"/> Floor is free of crevices that could harbour pests or debris <input type="checkbox"/> Fans and/or air filters are dust-free, clean and working properly <input type="checkbox"/> Animals (wild or domestic), pests (insects, rodents, etc.) and bird nests are not present <input type="checkbox"/> All materials are in designated areas (e.g., packaging materials and product) <input type="checkbox"/> Adequate ventilation <input type="checkbox"/> Control measures are in place to prevent cross-contamination from other activities/items (e.g., employee movement, dedicated areas/equipment, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> No holes/crevices/leaks in the building (e.g., walls, windows, screens) <input type="checkbox"/> All windows can be closed OR have close-fitting screens that are in good condition <input type="checkbox"/> ½ meter wide perimeter strip of stone or crushed gravel OR short grass around building <input type="checkbox"/> No junk piled within 3 m of building (e.g., old or unused machinery, garbage) <input type="checkbox"/> Weeds are controlled <input type="checkbox"/> Land drainage around building is good <input type="checkbox"/> Dumpsters are emptied as needed to prevent pest infestation, and surroundings are free of debris <input type="checkbox"/> All doors are close-fitting <input type="checkbox"/> Doors that can be secured (i.e., to lock storages when unsupervised) <div style="text-align: center;"> Exterior of Building (Non-Permanent Structures) </div> <ul style="list-style-type: none"> <input type="checkbox"/> Roof or cover (i.e., tarp) <input type="checkbox"/> Land drainage around structure is good <input type="checkbox"/> No areas where pests can live/feed/hide within 3 m of structure (e.g., old or unused machinery, garbage) <input type="checkbox"/> Weeds are controlled
<p style="text-align: center;">Maintenance required</p> <p>If any of the above have NOT been checked off (✓), please describe the maintenance required:</p> <hr/> <hr/> <p>(Use the reverse of this Form if more space is needed)</p> <p>Date and Name of Person work was completed by:</p> <hr/> <p>Date and Signature of Person overseeing the work:</p> <hr/>	<p style="text-align: center;">Maintenance required</p> <p>If any of the above have NOT been checked off (✓), please describe the maintenance required:</p> <hr/> <hr/> <p>(Use the reverse of this Form if more space is needed)</p> <p>Date and Name of Person work was completed by:</p> <hr/> <p>Date and Signature of Person overseeing the work:</p> <hr/>

Confirmation Signature: _____ **Date:** _____

H1. Agronomic Inputs (Agricultural Chemicals)

Instructions: Includes all applications from pre-planting through to, and including, harvest/storage. One Form must be completed for **EACH PRODUCTION SITE**.

Operation Name:	Previous Year Crop(s):	FOR POTATOES ONLY: Seed Certification #:	Current Crop:
Production Site Information (e.g., Field/Block # or Name/ID/Legal Description):	Production Site Area (e.g., # of acres/hectares):	Date Planted:	Variety:

Application Date	Product/Trade Name	PCP #	Actual Quantity Used (e.g., 22.28 kg)	Rate Applied Per Unit (e.g., hectare, acre, cwt, tonne)	Label Instructions Followed (✓)	Area Treated	Method of Application (air, ground, furrow, seed, foliar)	Earliest Allowable Harvest Date (EAHD)	PHI/ DAA	Weather Conditions	Signature of Applicator or if Custom Application Invoice is Attached

Confirmation Signature: _____ Date: _____

H2. Agronomic Inputs (Other)

Instructions: Includes all applications from pre-planting through to, and including, harvest. One Form must be completed for **EACH PRODUCTION SITE**.

Note: Mulch and Row Cover Applications DO NOT need to be recorded for Bulb and Root Vegetables.

Operation Name:	Previous Year Crop(s):	FOR POTATOES ONLY: Seed Certification #	Current Crop:
Production Site Information (e.g., Field/Block # or Name/ID/Legal Description):	Production Site Area (e.g., # of acres/hectares):	Date Planted:	Variety:

COMMERCIAL FERTILIZER APPLICATION

Date	Blend	Rate	Fertilizer Lot # (if applicable)	Applicator's Name

MANURE*/COMPOST/COMPOST TEA/OTHER BY-PRODUCTS†/PULP SLUDGE/SOIL AMENDMENT/MULCH AND ROW COVER APPLICATIONS (except for plastic)

Date	What is Applied	Type**	Supplier's Name	Rate	Earliest Allowable Harvest Date* (according to appropriate time delay)	Applicator's Name

* Manure (cattle, hog, poultry, horse, etc.)

† Other by-product (seafood waste, vegetable culls, etc.)

Confirmation Signature: _____ **Date:** _____

FOR POTATOES ONLY:

ONGOING

H3. Agricultural Chemical Application (During Packing)

Instructions: Includes all applications during packing.

Operation Name:	Production Site Information (e.g., Field # or Name/ID #/Legal Description):	Variety:
-----------------	---	----------

Application Date	Product/Trade Name	PCP #	Rate Applied Per Unit (cwt/tonne)	Quantity Treated	Lot ID	DAA	Signature of Applicator or if Custom Application Invoice is Attached

Confirmation Signature: _____ **Date:** _____

ONGOING

I. Equipment Cleaning, Maintenance and Calibration

Use this Form to record production site AND building equipment cleaning, maintenance AND calibration

*****This form is also to be used to record water storage (e.g., tank/cistern/container) and packaging material cleaning although neither are considered as production site or building equipment.**

Instructions: An inspection of your building equipment (e.g., cutting blades, brushes, packing/repacking lines, conveyors, belts, chlorinator, sprayer) must be conducted at least weekly (when in use). Check for leaks, broken, loose, corroded or damaged parts, soil, mud, build-up, etc. and any cleaning, maintenance and calibration needed. Hand-held cutting and trimming tools that come into direct contact with product must be inspected and cleaned daily with this activity recorded daily. See Section 8: Equipment for requirements for production site equipment. Record required activities below and give a brief description of why and how you are performing the activity.

Date	Employee Completing Job	Equipment Activity Performed On	Activity Code*	Brief Description of Activity

* Activity Codes: 1 – Calibration 2 - Maintenance 3 – Repair 4 – Cleaning 5 - Inspection 6 – Other (specify)

Confirmation Signature: _____ Date: _____

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CanadaGAP Food Safety Manual for
Fresh Fruits and Vegetables
2018

[illegible]

ONGOING

I. Equipment Cleaning, Maintenance and Calibration

Use this Form to record production site AND building equipment cleaning, maintenance AND calibration

*****This form is also to be used to record water storage (e.g., tank/cistern/container) and packaging material cleaning although neither are considered as production site or building equipment.**

Instructions: An inspection of your building equipment (e.g., cutting blades, brushes, packing/repacking lines, conveyors, belts, chlorinator, sprayer) must be conducted at least weekly (when in use). Check for leaks, broken, loose, corroded or damaged parts, soil, mud, build-up, etc. and any cleaning, maintenance and calibration needed. Hand-held cutting and trimming tools that come into direct contact with product must be inspected and cleaned daily with this activity recorded daily. See Section 8: Equipment for requirements for production site equipment. Record required activities below and give a brief description of why and how you are performing the activity.

Date	Employee Completing Job	Equipment Activity Performed On	Activity Code*	Brief Description of Activity

* Activity Codes: 1 – Calibration 2- Maintenance 3 – Repair 4 – Cleaning 5 - Inspection 6 – Other (specify)

Confirmation Signature: _____ **Date:** _____

VERSION 7.1
CanadaGAP Food Safety Manual for
Fresh Fruits and Vegetables
2018

ONGOING

I. Equipment Cleaning, Maintenance and Calibration

Use this Form to record production site AND building equipment cleaning, maintenance AND calibration

*****This form is also to be used to record water storage (e.g., tank/cistern/container) and packaging material cleaning although neither are considered as production site or building equipment.**

Instructions: An inspection of your building equipment (e.g., cutting blades, brushes, packing/repacking lines, conveyors, belts, chlorinator, sprayer) must be conducted at least weekly (when in use). Check for leaks, broken, loose, corroded or damaged parts, soil, mud, build-up, etc. and any cleaning, maintenance and calibration needed. Hand-held cutting and trimming tools that come into direct contact with product must be inspected and cleaned daily with this activity recorded daily. See Section 8: Equipment for requirements for production site equipment. Record required activities below and give a brief description of why and how you are performing the activity.

Date	Employee Completing Job	Equipment Activity Performed On	Activity Code*	Brief Description of Activity

* Activity Codes: 1 – Calibration 2- Maintenance 3 – Repair 4 – Cleaning 5 - Inspection 6 – Other (specify)

Confirmation Signature: _____ **Date:** _____

VERSION 7.1
CanadaGAP Food Safety Manual for
Fresh Fruits and Vegetables
2018

ONGOING

I. **Equipment Cleaning, Maintenance and Calibration**

Use this Form to record production site AND building equipment cleaning, maintenance AND calibration

***This form is also to be used to record water storage (e.g., tank/cistern/container) and packaging material cleaning although neither are considered as production site or building equipment.

Instructions: An inspection of your building equipment (e.g., cutting blades, brushes, packing/repacking lines, conveyors, belts, chlorinator, sprayer) must be conducted at least weekly (when in use). Check for leaks, broken, loose, corroded or damaged parts, soil, mud, build-up, etc. and any cleaning, maintenance and calibration needed. Hand-held cutting and trimming tools that come into direct contact with product must be inspected and cleaned daily with this activity recorded daily. See Section 8: Equipment for requirements for production site equipment. Record required activities below and give a brief description of why and how you are performing the activity.

Date	Employee Completing Job	Equipment Activity Performed On	Activity Code*	Brief Description of Activity

* Activity Codes: 1 – Calibration 2- Maintenance 3 – Repair 4 – Cleaning 5 - Inspection 6 – Other (specify)

Confirmation Signature: _____ Date: _____

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2018

[illegible][illegible]

J. Cleaning and Maintenance – Personal Hygiene Facilities

Type of Facility and Location:

[illegible]

Confirmation Signature: _____ **Date:** _____

[illegible]

**CanadaGAP Food Safety Manual for
Fresh Fruits and Vegetables
2018**

L. Visitor Sign-In Log

Instructions: All visitors must sign in prior to entering controlled-access areas (within buildings).

VISITOR POLICY

All visitors must:

- ☐ Remain in the area they are given permission to be in (e.g., contractor remains in work area only)
- ☐ Refrain from entering controlled-access areas if the visitor has a disease or illness transferable to food, symptoms of such a disease or illness, or an open or infected lesion
- ☐ Wash hands before entering controlled-access areas
- ☐ Not handle product or materials unless given permission
- ☐ Wear appropriate protective and/or food safety-related clothing
This includes: _____
- ☐ Shoes must be cleaned, changed or covered prior to entering if they are visibly dirty or soiled
- ☐ Other (specify): _____
- ☐ Sign in below to indicate they are informed of and understand the visitor policy

Date	Visitor's Name	Company Name, Purpose of Visit and Location on Premises

Confirmation Signature: _____ **Date:** _____

M. Pest Monitoring for Buildings

Instructions: Traps and control methods must be **monitored** a minimum of once a month (when in use) and the findings and action taken (if applicable) recorded below. Each trap or area controlled (e.g., for insects) must be recorded. Make additional copies as necessary.

Building ID #/Name: _____

Date	Device Number (same as Form A) or Area Controlled (e.g., insect traps)	Findings	Action Taken (cleaned area or traps, disposed of in garbage, chemical treatment, changed traps, etc.)	Person Responsible

Confirmation Signature: _____ **Date:** _____

N1. Water Treatment Control and Monitoring

Instructions: If using chlorine to treat water, complete the following chart to control and monitor your chlorine treatment at least daily or more frequently based on your operation's needs. Refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example for an example of chlorinating instructions.

Water Source: _____

Concentration of Chlorine: _____

Method (e.g., injection): _____

Volume of Water: _____

Re-circulated Water: ☐ Yes ☐ No

Contact Time: _____

Month/Date: _____

Date/ Time	Pre-treatment Concentration of Chlorine (ppm) or ORP	Amount of Chlorine Added	Post-treatment Concentration of Chlorine (ppm) or ORP	pH of Water	Water Changed (✓)	Person Responsible

Confirmation Signature: _____ Date: _____

FOR COMBINED VEGETABLES AND TREE AND VINE FRUIT ONLY:

ONGOING

N2. Water Temperature Control and Monitoring

Instructions: During fluming, washing, or drenching (e.g., dump tank, pit), if water potability is **not maintained** for tomatoes/apples immersed in water, complete the following chart to record your water and product temperatures.

Monitor each load of product to ensure that the product is at least 5.5°C or 10°F colder than the water (i.e., water is at least 5.5°C or 10°F warmer than the product).

Water Source: _____ Method (e.g., dump tank): _____

Product: _____ Month: _____

Date/ Time	Temperature of Water (°C/°F)	Temperature of Product (°C/°F)	Difference between the 2 temperatures	Corrective Action Taken (e.g., cool product, hold, dispose of, etc.)	Person Responsible

Confirmation Signature: _____ Date: _____

O. Transporting Product

Instructions: Complete for all product being transported to someone else's premises.

Month: _____

Date	Vehicle Inspected?		Product Identifier (Lot ID/Pack ID/Field/Block #/Pallet/Bin Tag (Same as on Form P1/P2 or Q)	Quantity Shipped	Truck/Trailer ID#	Destination and Customer	Person Responsible (Loader)
	(✓) if OK or record hazard* and corrective action**	(✓) If covered					

***Inspect vehicles for the following items:**

- | | |
|------------------------------------|--|
| 1. Signs of pest intrusion | 4. Foreign materials: manure, garbage, glass, oil, chemicals, plant or animal debris, etc. |
| 2. Damage (e.g., splinters, holes) | 5. Maintenance required (e.g., hinges, locks or load-securing devices) |
| 3. Odours (e.g., chemicals, oil) | 6. Refrigeration (e.g., leaking) |

**** Corrective Actions:** If any hazards were identified above, the following may be considered:

- | | | |
|---|-------------------------|----------|
| A. Refusal to load product onto vehicle | B. Sweep | C. Rinse |
| D. Maintenance (e.g. repair hinges, locks, load securing devices) | E. Wash/clean with soap | F. Other |

Confirmation Signature: _____ **Date:** _____

P1. Harvesting and Storing Potatoes (FOR POTATOES ONLY)

Instructions: Complete for any harvested potatoes that are:

- ☐ Put into harvested product packaging materials
☐ Harvested in bulk
☐ Put into storage

Completed by: _____ Date: _____

Storage Name/Area/ID/ #: _____

Agricultural Chemical Application – if being applied

Product and Variety	* PHI/EAHD/ DAA met (Forms H1/H2/H3 verified) (✓)	** Production site was assessed (✓)	Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2):							
1.							
2.			Cross section of the bin:				
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

Product and Variety	* PHI/EAHD/ DAA met (Forms H1/H2/H3 verified) (✓)	** Production site was assessed (✓)	Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2):							
1.							
2.			Cross section of the bin:				
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

Product and Variety	* PHI/EAHD/ DAA met (Forms H1/H2/H3 verified) (✓)	** Production site was assessed (✓)	Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2):							
1.							
2.			Cross section of the bin:				
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

Product and Variety	* PHI/EAHD/ DAA met (Forms H1/H2/H3 verified) (✓)	** Production site was assessed (✓)	Product/Trade Name and PCP #	Quantity Treated	Application Rate	Method of Application (Spray, Ventilation)	Signature of Applicator
Variety							
Harvest Date(s):							
Bin Fill Date:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2):							
1.							
2.			Cross section of the bin:				
3.							
4.							
5.							
6.							

* Forms H1/H2/H3 have been verified to ensure that harvested potatoes meet the required pre-harvest interval PHI/EAHD/DAA for agricultural chemical application and the spreading of manure.

** The production site was surveyed to ensure that there were no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.) before harvest.

Confirmation Signature: _____ Date: _____

P2. Harvesting and Storing Product (FOR ALL COMMODITIES EXCEPT POTATOES)

Instructions: Complete for any harvested product that is:

- ☐ Put into harvested product packaging materials
- ☐ Harvested in bulk
- ☐ Put into storage.

Completed by: _____ Date: _____

Storage Name/Area/ID#: _____

Product and Variety	*PHI/EAHD/ DAA met (Forms H1 and H2 verified) (✓)	** Production site was assessed (✓)	Harvest Date	Quantity/ Units Harvested	Field/Block #/Pallet/Bin Tag (Same as Forms H1 and H2)	Packaging Materials Used	Date Product Put into Storage

* Forms H1 and H2 have been verified to ensure that harvested product meets the required pre-harvest interval PHI/EAHD/DAA for agricultural chemical application and the spreading of manure.

** The production site was surveyed to ensure that there were no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.) before harvest.

Confirmation Signature: _____ **Date:** _____

Q. Packing, Repacking, Storing and Brokerage of Market Product

Instructions: Complete for any of the following activities:

- ☐ Harvested product being packed into **market ready packaging materials** (both in the production site and packinghouse, and includes your own and others' product)
- ☐ All packing and repacking activities that involve **market product** (see glossary definition of "Packing" and "Repacking");
- ☐ Market product being put into storage
- ☐ Brokerage of product

Date Harvested /Market Product Received/ Put into Storage	Name of person who Produced /Packed /Repacked /Stored the Product	Product Variety	*PHI/ EAHD/ DAA met (Forms H1 and H2 verified) (✓)	** Production site was assessed (✓)	Harvest Date	Field/Block# /Pallet/Bin Tag (Same as on Forms H1 and H2 or P1/P2)	Incoming Pack ID and/or Lot ID	Packing/ Re-packing Date	Outgoing Pack ID	Wax Lot # (If Wax Applied)	Quantity	Lot ID	Primary Packaging Material Used	Secondary Packaging Material Used	Pack-aging Materials Checked (✓ if OK)	Date Market Product Put into Storage

* Forms H1 and H2 have been verified to ensure that harvested product meets the required pre-harvest interval PHI/EAHD/DAA for agricultural chemical application and the spreading of manure.

**The production site was surveyed to ensure that there were no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.) before harvest.

Confirmation Signature: _____ **Date:** _____

R. Deviations and Corrective Actions

Instructions: List all major deviations, complaints and their related cause(s), corrective action(s), preventative measures and modified procedures. Record that employees have been trained on the new procedures.

Date/Time of Deviation or Complaint and Person Notified	Major Deviation/Complaint and Description	Cause of Deviation/Complaint	Corrective Action(s)	Prevention of Recurrence (e.g., training employee)	New/Modified Procedures	Employees Trained on New/ Modified Procedures? (✓)	Signature of Person Responsible for Re-Training/ Carrying out Deviation Procedure

Confirmation Signature: _____ **Date:** _____

S. Allergen Information – Assessment

Instructions: Fill out the chart below to assess the potential risks of allergens in your operation. Column I indicates the allergens from a practice used in the production of the product. Column II indicates the allergens from something in the production site (e.g., rotational crop) or something found in the adjacent area. Column III indicates the allergens that may be found in the product, from addition or cross-contamination. Column IV indicates the allergens present in other products that are run on the same equipment/area but at a different time. Column V indicates whether any allergens are present in a building/vehicle.

Each box of the table must be filled with a YES or a NO. If YES, describe (if applicable) any control measures used in the last row. All allergens listed are those identified by Health Canada and enforced for labelling by the Canadian Food Inspection Agency for Canadian operations. Different or additional allergens may be identified in other jurisdictions.

Completed by: _____ **Date:** _____

Production Site ID/Building ID #/Name: _____

	Column I	Column II	Column III	Column IV	Column V
Component	Present from a production practice	Present in the production site or adjacent area	Present in the product	Present in other products handled on the same line/area	Present in the same building/ vehicle
Peanut or its derivatives, e.g., Peanut - pieces, protein, oil, butter, flour, and mandelona nuts (an almond flavoured peanut product) etc. Peanut may also be known as ground nut .					
Tree Nuts e.g., almonds, Brazil nuts, cashews, hazelnuts (filberts), macadamia nuts, pecans, pine nuts (pinyon, pinon), pistachios and walnuts or their derivatives, e.g., nut butters and oils etc.					
Sesame or its derivatives, e.g., paste and oil etc.					
Milk or its derivatives, e.g., milk caseinate, whey and yogurt powder etc.					
Eggs or its derivatives, e.g., frozen yolk, egg white powder and egg protein isolates etc.					
Fish or its derivatives, e.g., fish protein and extracts etc.					
Shellfish (including crab, crayfish, lobster, prawn and shrimp) and Molluscs (including snails, clams, mussels, oysters, cockle and scallops) or their derivative, e.g., extracts etc.					
Soybeans or its derivatives, e.g., lecithin, oil, tofu and protein isolates etc.					
Cereals containing gluten and their derivatives (specify which cereal (wheat, rye, barley, oats, spelt, kamut or their hybridized strains)).					
Sulphites , e.g., sulphur dioxide and sodium metabisulphites etc. If yes, what is the amount in ppm?					
Mustard and products thereof					
Others (as considered necessary for the customer or by the prevailing authority)					
Comments and/or Additional Control Measures (if applicable)					

Confirmation/Update Log:

Date						
Initials						

T. Food Defense

Instructions: This form is intended to assess whether potential food defense/security risk factors exist. Consider if there could be a risk in the following categories and implement appropriate security measures. If additional risks were identified, describe them below. Detailed information can be found in Appendix T: Food Defense: Assessment of Possible Risks and List of Security Measures if further assistance is required.

Inside Security Risk Assessment

To protect product from intentional contamination, assess possible inside risks (e.g., packing/repacking area/facility security, agricultural chemical storage security, product security, information security, etc.).

The following potential risk factors have been assessed and appropriate security measures have been implemented:

- ☐ General security (e.g., signs, observations, areas etc.)
- ☐ Storage/Building Security
- ☐ Water/Ice Security
- ☐ Agricultural Chemical/Cleaning and Maintenance Materials Control Security
- ☐ Information Security

Personnel Security Risks

To prevent personnel security risks, ensure that only authorized personnel (e.g., employees, visitors, etc.) are within the operation and employees are trained on food defense/security measures

The following potential risk factors have been assessed and appropriate security measures have been implemented:

- ☐ Personnel Security (e.g., check references, check IDs, security training, etc.)

Outside Security Risk Assessment

To prevent unauthorized access by people, entry of unapproved inputs, or intentional contamination of product assess possible outside risks (e.g., production site/building security, mail handling security, etc.).

The following potential risk factors have been assessed and appropriate security measures have been implemented:

- ☐ Physical Security (e.g., door locks, lighting etc.)
- ☐ Entry of inputs/product (e.g., loading/unloading etc.)

If other risks have been identified, list those below, along with the corrective actions taken:

Confirmation/Update Log:

Date						
Initials						

U. Food Fraud Vulnerability Assessment

Instructions: This form is intended to assess whether potential food fraud vulnerabilities exist. If a vulnerability is identified, mitigation measures need to be developed and implemented.

Assess the following elements:	Yes	No	Mitigation Measures if applicable (e.g., surveillance plan, supplier relationship, testing, etc.)
1. Suppliers and Supply Chain Are you receiving product or inputs from suppliers:			
• whose businesses are healthy?			
• who are under financial strain?			
• who have sound and ethical business practices (e.g., no past criminal offences, not associated with incidents of previous food fraud, low levels of corruption)?			
Is your food supply chain transparent, with business relationships that are characterized by trust?			
Does the level of competition across your sector increase the potential for food fraud?			
Do you monitor your suppliers (product and inputs)?			
2. Company and Employees Does your company:			
• have a good business strategy with an ethical culture?			
• require personnel to follow an ethical code of conduct?			
• have a reporting system for unauthorized activities?			
• monitor integrity of employees?			
• operate in a country with a low level of corruption?			
• operate profitably ?			
3. Product and Input Risks Would your products and inputs:			
• be difficult to counterfeit or adulterate?			
• command higher prices or higher demand if they could be altered for economic gain?			
• be easily detected if they were counterfeit or adulterated (e.g., by visual inspection, smelling)?			
Are technologies and/or methods to adulterate your products or inputs available, known or reported?			
Do you monitor your products and inputs for adulteration?			
Have there been incidents of food fraud associated with the same products or inputs that you produce or handle?			

Confirmation/Update Log:

Date						
Initials						

V. Production Site Assessment

Instructions: Assess whether the following potential hazards exist in your production site(s). All scenarios should be considered and recorded below. If any items in the left hand column have NOT been checked off, more information should be provided in the next two columns regarding the actual hazard and the action(s) taken.

Production Site(s): _____ **Commodity:** _____

Completed by: _____ **Date:** _____

Assess the following potential hazards:	If a box in the left hand column has NOT been checked off, describe the potential hazard that may exist:	For potential hazards that may exist, chose or describe the action(s) taken to reduce the potential hazard:
<input type="checkbox"/> Sewage sludge has NOT been applied to the production site		
<input type="checkbox"/> No adjacent areas where livestock excrement, dust, aerosols or feathers may drift or leach (also consider exhaust fans from barns blowing dust into fields)		<input type="checkbox"/> Install fencing around production sites <input type="checkbox"/> Increase or create buffer zones around productions sites - record approximate distances: _____ <input type="checkbox"/> Plant hedges or windbreaks <input type="checkbox"/> Seek expert advice and/or cooperation from neighbours <input type="checkbox"/> Other:
<input type="checkbox"/> No adjacent areas where crop production inputs may drift or leach (e.g., agricultural chemicals, soil amendments, fertilizers, pulp sludge)		<input type="checkbox"/> Increase or create buffer zones around production sites - record approximate distances: _____ <input type="checkbox"/> Plant hedges or windbreaks <input type="checkbox"/> Seek expert advice and cooperation with neighbours <input type="checkbox"/> Other:
<input type="checkbox"/> No potential manure usage or storage on adjacent land		<input type="checkbox"/> Increase or create buffer zones around production sites - record approximate distances: _____ <input type="checkbox"/> Seek expert advice and/or cooperation with neighbours <input type="checkbox"/> Incorporate manure into soil (if under your control) <input type="checkbox"/> Ensure manure is stored properly (if under your control) <input type="checkbox"/> Other:
<input type="checkbox"/> No adjacent areas where non-agricultural activities contribute to air, water or soil pollution [i.e., industrial activities (refineries, manufacturing plants), roadside debris, road salt, foreign objects (e.g., glass bottles, etc.)]		<input type="checkbox"/> Increase or create buffer zones around production sites - record approximate distances: _____ <input type="checkbox"/> Plant hedges or windbreaks <input type="checkbox"/> Seek information from source of hazard, experts or government on potential risks <input type="checkbox"/> Other:

<input type="checkbox"/> No risks from urban areas (e.g., pet access to production sites, leaching of septic beds, walking trails, campsites, etc.)		<input type="radio"/> Seek expert advice and/or cooperation with neighbours, land owners, government, etc. <input type="radio"/> Other:
<input type="checkbox"/> No unusually high levels of animal and bird activity (e.g., migratory paths, nesting or feeding areas, presence of animal feces, large areas of animal tracks or burrowing, etc.)		<input type="radio"/> Remove habitat or food sources (e.g., cull piles) <input type="radio"/> Conduct ongoing monitoring for evidence of animal intrusion (e.g., footprints, feces) <input type="radio"/> Train employees to monitor and report evidence of pest intrusion <input type="radio"/> Install wildlife deterrents (e.g., bird scaring devices) Describe: _____ <input type="radio"/> Other:
<input type="checkbox"/> No flooding of production site in the past year		<input type="radio"/> Allow soil to dry and be reworked before planting <input type="radio"/> Take soil samples (Note: sampling does not guarantee that the crop will not be contaminated) <input type="radio"/> Other:
<input type="checkbox"/> Other (please describe):		
<input checked="" type="bullet"/> Pest control products are used in production site? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES was answered in the left hand column, describe the pest control products used:	<input type="checkbox"/> Pest control products used in the production site are stored according to the requirements found in Section 14.2 Storage

Confirmation/Update Log:

Date						
Initials						

TABS

- Letters of Assurance/Certificates
- Test Results
- Third Party Pest Control Records
- Calibration Instructions
- Other Procedures